

**DEPARTMENT OF HUMAN RESOURCES  
Wilmette Public Schools**

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**ACTION ITEM**

**Date:** March 19, 2018

**To:** Raymond Lechner, Ph. D.

**From:** Heather Glowacki, Ed. D., Administrator for Human Resources

**Subject:** First Reading of Revised Board of Education Policies 6:235 *Access to Electronic Networks*; 6:240 *Field Trips and Community Service*; 6:241 *Student Government*; 6:250 *Volunteers*; 6:255 *Assemblies and Ceremonies*; and 6:260 *Complaints About Curriculum, Instructional Materials, and Programs*

**PROPOSED ACTION BY THE BOARD OF EDUCATION**

Motion to approve as first reading of revised Board of Education Policies 6:235 *Access to Electronic Networks*; 6:240 *Field Trips and Community Service*; 6:241 *Student Government*; 6:250 *Volunteers*; 6:255 *Assemblies and Ceremonies*; and 6:260 *Complaints About Curriculum, Instructional Materials, and Programs*

**BACKGROUND**

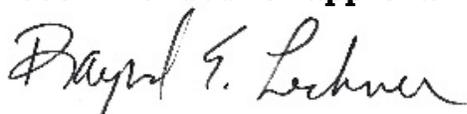
The policies presented in this first reading reflect recommended changes based on current legal requirements and District practices.

Additionally, it is recommended that Policy 6:240 *Field Trips and Community Service* be renamed 6:240 *Field Trips*. Policy 6:241 *Student Government* should be deleted as Student Government is really addressed in policy 6:190 *Extracurricular and Co-Curricular Activities*.

Two new policies are recommended for adoption 6:250 *Volunteers* and 6:255 *Assemblies and Ceremonies*. These policies reflect current District practices.

**HG/hg**

**Recommended for approval by the Board of Education**



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**Dr. Raymond Lechner,  
Superintendent**

## Instruction

### Access to Electronic Networks

This policy and its implementing administrative procedures govern the scope of the District's authority and the safe and acceptable use of the District's electronic network. "Electronic network" includes but is not limited to:

1. District-owned or District-issued computers, phones, or similar devices, including but not limited to any District devices issued as part of a 1:1 mobile device program (e.g., Chromebooks, iPads, tablets, Kindles/eReaders), regardless of how or where accessed;
2. The District's local-area and wide-area networks, including wireless networks (WiFi), and any District servers and other networking infrastructure;
3. Any access to the District's servers, the Internet, or online apps via the District's networking infrastructure, including but not limited to remote or proxy access, from any location and from any computer or electronic device; and
4. Any access to any online account issued by the District (e.g., GSuite) from any location and from any computer or electronic device.

The District's Eelectronic networks, including the Internet, are is a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). The Superintendent or designee(s) may also promulgate additional administrative procedures, rules, and other terms and conditions of electronic network use as may be necessary to ensure the safe, proper, and efficient use and operation of the District's electronic network.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any unauthorized charges or fees resulting from access to Internet will be solely the responsibility of the individual user.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal and Illinois law and Board Policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's

implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. It is not to be used in conflict with the basic educational mission of the District. Use of the electronic network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment.

#### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or ~~received~~ accessed via the District's electronic networks ~~or District computers~~. The District's General rules for behavior and communications apply when using the electronic networks. The District's ~~Electronic Network and Technology~~ Staff Handbook contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account or device but not erased, may be monitored or read by school officials.

Use of the District Computer Network or Internet by teachers, students or staff members is deemed "unacceptable" which, as determined by the Superintendent or Superintendent's Designee: (a) causes substantial disruption of the proper and orderly operation of the school or school activities; (b) violates the rights of others; (c) is socially inappropriate or inappropriate due to the age or maturity level of the individual; (d) is primarily intended as an immediate solicitation of funds; ~~or~~ (e) constitutes gross disobedience or misconduct; (f) threatens the integrity or efficient operation of any portion of the electronic network; or (g) is illegal or for illegal purposes of any kind.

#### Internet Safety

Each District owned computer with Internet access shall have a filtering device that blocks ~~entry~~ access to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law, Children's Internet Protection Act, and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or ~~Superintendent's "Designee"~~ designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Ensuring student privacy, safety, and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and

4. Limiting unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.
5. Ensuring staff supervision of student access to online electronic networks.

The District will monitor the use of its electronic network, including District devices or District-issued accounts that are accessed off-campus, to ensure compliance with this policy; its implementation plan or administrative procedures and any related rules; and any other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical interests of the District.

#### Mobile Devices

The Board has authorized a system of mobile devices, in which each student is issued a District device for use as part of the curriculum. The use of mobile devices will be governed by administrative procedures and/or guidelines established by the Superintendent or designee or by a handbook approved by the Superintendent or designee, which at a minimum must:

1. Require that students and parents sign a separate authorization before being issued a device.
2. Ensure that all devices have Internet content filtered by the District and may be monitored remotely for inappropriate use.
3. Clearly spell out parents' financial responsibility in the event of loss of or damage to a device.

#### Authorization for Electronic Network Access

Before being granted use of the District Computer Network and the Internet via the District's Internet connection, each teacher and staff member must sign the District's *Internet Use Agreement*. Each student's parent(s)/guardian(s), on an annual basis, must also sign the District's ~~*Internet Use Agreement*~~ *Electronic Network and Internet Release* before being granted ~~unsupervised use~~ access to the District's electronic network.

All users of the electronic network ~~District's computers to access the Internet~~ shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District *Internet Use Agreement*, ~~or~~ this policy, its implementation plan, or any administrative procedures or related rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Adopted: June 8, 1998**

**Revised: October 15, 2001, November 16, 2009, September 29, 2014,**

## Instruction

### Field Trips and Community Service

The Board encourages field trips when the experiences are a part of the school curriculum, contribute to the District's educational objectives, or ~~and other out-of-school activities that~~ help participating students achieve their educational goals.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns.

The Board shall make available ~~District-owned~~ buses and/or other public conveyances for ~~the purpose of out-of-school activities~~ field trips provided, it does not interfere with the District's normal operational, maintenance, or transportation programs. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition. The ~~a~~Administration may place a restriction upon a student's participation in any ~~out-of-school activity~~ field trip when, in the ~~staff's~~ Superintendent or designee's determination judgment, it is not in the best interest of the student or other students for the student to participate in the field trip activity.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

**Adopted: November 10, 1997**

**Revised:**

**Instruction**

**Student Government**

~~The Board sanctions and recommends the organization of a student council in each school.~~

~~Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process. Such councils shall not have authority to make policies for the District or regulations for the school.~~

~~Members of student councils shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth. An advisor for the student council shall be selected by the administration.~~

~~Any funds received and/or expended by a student council must be handled in accordance with the established School District procedures.~~

**Adopted: November 10, 1997**

**Reviewed:**

## **Instruction**

### **Volunteers**

The School Board encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

**Adopted:**

**Instruction**

**Assemblies and Ceremonies**

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

**Adopted:**

## **Instruction**

### **Complaints About Curriculum, Instructional Materials, and Programs**

~~All District textbooks and instructional Selection of texts and library materials are selected for student use is the responsibility of the professional staff in accordance with Policy 6:2210. Parents and community members may inspect any textbook or are welcome to review instructional materials used in the schools.~~

Persons with suggestions or complaints about curriculum, instructional materials, and programs should direct their concerns to the principal. In the event that the issue is not resolved informally, the complaint should be ~~directed~~ submitted in writing, using the ~~the~~ District curriculum objection form ~~regarding objectionable material~~, to the Superintendent or his/her designee. If the matter is still not resolved, the person may request in writing to the Superintendent that the Board of Education will review the complaint.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program in writing to the principal. These students will be given an alternative assignment.

**Adopted: June 8, 1998**

**Revised: May 16, 2011,**