

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. AGENCIES CANNOT REQUIRE A PARTICULAR REQUEST FORM ALTHOUGH THEY MUST ACCEPT THE RECORDS REQUEST FORM CREATED FOR USE BY THE OFFICE OF THE ATTORNEY GENERAL VIA REGULATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

Inspection of Board Records

INSPECTION OF RECORDS

Residents* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office.

The principal office of the District is located at _____.

The official custodian/designee to whom requests for access to records should be submitted is at _____ and email address is _____.

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

The requesting party shall submit a written application that shall:

- be signed;
- include the applicant's name printed legibly;
- include mailing address (and email address if applicable); and
- include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing.

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Inspection of Board Records

INSPECTION OF RECORDS (CONTINUED)

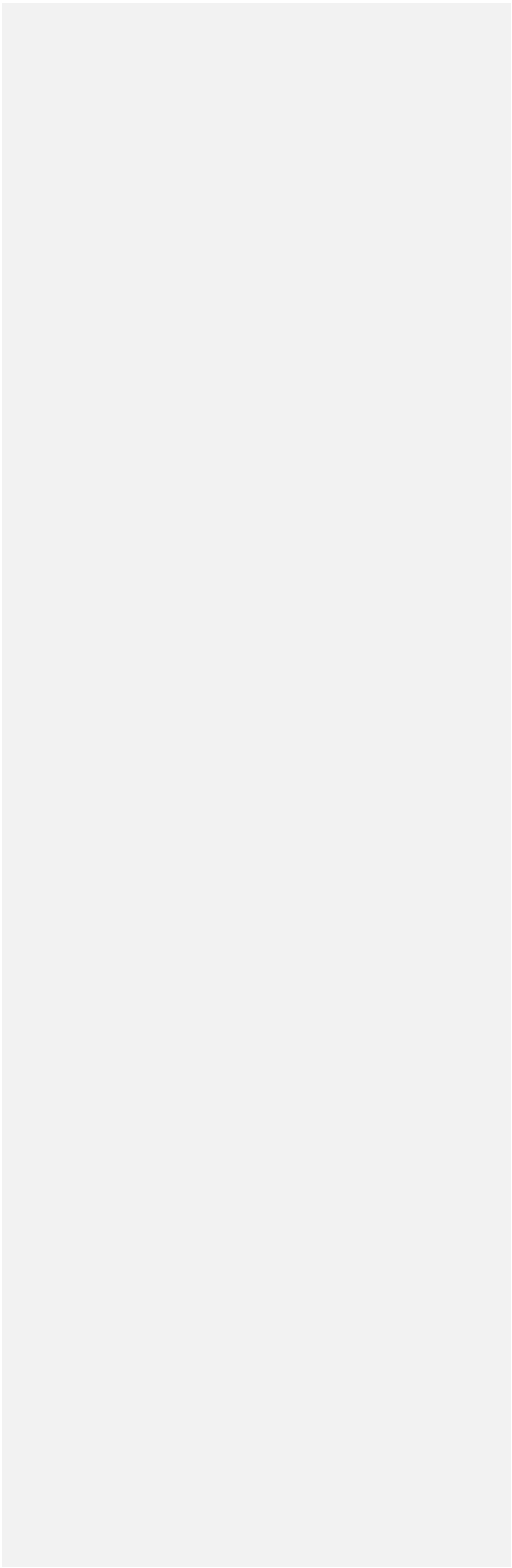
Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

^aResident is defined under KRS 61.870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.

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EXPLANATION: REPEAL OF 702 KAR 6:045 ALLEVIATES SOME OF THE ADMINISTRATIVE BURDEN ON SCHOOL DISTRICTS WHILE PRESERVING THE SAFETY OF SCHOOL NUTRITION PROGRAMS AS, UNDER CURRENT LAW, THE FOOD SERVICE STAFF FOR SCHOOL DISTRICTS PARTICIPATING IN FEDERAL CHILD NUTRITION PROGRAMS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL TRAINING REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: REVISIONS TO 702 KAR 5:080 REQUIRE ALL SCHOOL BUS DRIVERS, STUDENT TRANSPORTATION TECHNICIANS, AND EMPLOYEES THAT TRANSPORT STUDENTS TO RECEIVE BASIC FIRST AID AND CPR TRAINING.

FINANCIAL IMPLICATIONS: COST OF ADDITIONAL TRAINING

PERSONNEL

03.19 AP.23

District Training Requirements**SCHOOL YEAR:** _____

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
If District owns automated external defibrillator (AEDs), training on use of such.	KRS 311.667	05.4			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.163	05.47		✓		
<u>First Aid and Cardiopulmonary Resuscitation (CPR) Training.</u>	<u>702 KAR 5:080</u>	<u>06.221</u>			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	702 KAR 6:045 KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	

PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule*.

EXPLANATION: HB 378 (2019) REVISED KRS 156.160 TO REQUIRE DISTRICTS TO AWARD CREDIT, INCLUDING PARTIAL CREDIT, FOR ALL COURSEWORK SATISFACTORILY COMPLETED BY A HOMELESS STUDENT WHILE ENROLLED AT ANOTHER SCHOOL, ALLOW HOMELESS STUDENTS TO THE EXTENT PRACTICABLE TO COMPLETE THE COURSE AT NO COST TO THE STUDENT; AWARD A DIPLOMA AT THE HOMELESS STUDENT'S REQUEST BY A DISTRICT FROM WHICH THE STUDENT TRANSFERRED, AND EXEMPT THE HOMELESS STUDENT FROM ALL COURSEWORK AND OTHER REQUIREMENTS IMPOSED BY A LOCAL BOARD THAT ARE IN ADDITION TO THE MINIMUM STATE REQUIREMENTS FOR HIGH SCHOOL GRADUATION. ADDITIONALLY, AMENDMENTS TO 704 KAR 7:090 REQUIRE THE DISTRICT TO SUPPORT HOMELESS CHILDREN AND YOUTH AND HAVE WRITTEN PROCEDURES FOR SUCH.

FINANCIAL IMPLICATIONS: COST OF HOMELESS STUDENT'S COURSEWORK

STUDENTS

09.12 AP.25

Homeless Children and Unaccompanied Youth

The District shall support homeless children and unaccompanied youth by:

1. awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred; and
4. exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

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AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

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To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing:

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1. the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth;
2. the consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth;

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Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

3. how the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs;
4. the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:
 - a) identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;
 - b) requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness; and
 - c) granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness.
5. how and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160; and
6. the required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment.

REFERENCES:

KRS 156.160
704 KAR 7:090
42 U.S.C. § 1143

RELATED POLICY:

08.113

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EXPLANATION: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

Student Medication Guidelines

STUDENT SELF-MEDICATION

Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required.

ALL OTHER MEDICATIONS

1. Medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope and given to designated school personnel immediately upon arrival.
2. Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.
3. Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and [injectable epinephrine devices EpiPens](#)) and medications approved for students to carry for self-medication purposes all medications shall be kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
4. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
5. Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Student Medication Guidelines**PRESCRIPTION MEDICATIONS (CONTINUED)**

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

NONPRESCRIPTION MEDICATIONS

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log. Records must be kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

DISPOSAL OF UNUSED MEDICATION

Notice shall be mailed to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

MEDICATION REFUSAL

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

MEDICATION ERROR

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status and document.

STUDENTS

09.2241 AP.1
(CONTINUED)

Student Medication Guidelines

MEDICATION ERROR (CONTINUED)

3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.
9. Provide a copy of "Medication Administration Incident Report" form to the Superintendent in a timely manner.

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21

09.2241 AP.22

EXPLANATION: SB 1 (2019) CREATED KRS 158.4416 TO REQUIRE ON OR BEFORE JULY 1, 2021, DISTRICTS TO ADOPT A PLAN FOR IMPLEMENTING A TRAUMA-INFORMED APPROACH TO DISCIPLINE IN ITS SCHOOLS. KDE STAFF RECOMMEND A TRAUMA-INFORMED APPROACH THAT DOES NOT INCLUDE THE USE OF CORPORAL PUNISHMENT. DISTRICTS SHOULD REFER TO THEIR PLAN FOR IMPLEMENTING SUCH. IF DISTRICTS ELECT TO PROHIBIT CORPORAL PUNISHMENT IN POLICY 09.433, THIS FORM WOULD NO LONGER BE NEEDED.

FINANCIAL IMPLICATIONS: COST OF IMPLEMENTING TRAUMA-INFORMED AND SCHOOL SAFETY AND THREAT ASSESSMENT TEAMS

STUDENTS

09.433 AP.2

Corporal Punishment Report Form

Student's Name _____

Last Name First Name Middle Initial
Student's Address _____

City State Zip Code
Student's Age _____ Date of Birth _____ Sex _____ Student's Phone Number _____
School _____ Grade _____ Homeroom Teacher/Classroom _____

If permitted by policy, has the student's parent submitted a written request for the student to be excused from corporal punishment? ☐ YES ☐ NO

If required by policy, was prior written parental permission obtained? ☐ YES ☐ NO

Has this student received corporal punishment before? ☐ YES ☐ NO

Does this student have an IEP or 504 plan? ☐ YES ☐ NO

If yes, did you review his/her IEP or 504 plan before administering punishment? ☐ YES ☐ NO

Name of Person administering the punishment _____ Gender _____

Person(s) witnessing the punishment _____ Gender _____

_____ Gender _____

Date and Time of Offense _____

Date and Time Corporal Punishment Administered _____

Description of Circumstances/Offenses that Resulted in Administration of Corporal Punishment

Was the student permitted to give his/her account of the infraction? ☐ YES ☐ NO

Was the student informed, in the presence of the witness(es), of the reasons for the punishment?

☐ YES ☐ NO Number of Licks Administered _____

Corporal Punishment Administered in ☐ Principal's Office ☐ Other, _____

Has the Principal/designee notified the parent(s), in writing, of the corporal punishment?

☐ YES ☐ NO Date of Notification _____

Other Comments _____

Signature/Employee Administering Punishment

Signature/Witness(es)

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. THE NOTICE INFORMATION IS FOUND IN THE UPDATE FOR ADMINISTRATIVE PROCEDURE 01.6. AP.2
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

COMMUNITY RELATIONS

10.11 AP.21

Public Records Notice

To be posted at the main entrance of the Central Office and of each school building, as appropriate.

DRAFT – ALL NEW LANGUAGE – 7/21/20
REVISED DRAFT – 11/2/20

PERSONNEL

J03.1321 AP.2

Employee Access to Electronic Media

The Garrard County School District and its Board provides students, staff, and members of the community reasonable access to a variety of District technological resources (including but not limited to access to the internet and devices). These resources provide opportunities to enhance learning, improve communication, and connect users to both the local and global community. The access to these resources is permitted when exercised in an appropriate and responsible manner as required by the Acceptable Use Policy and related procedures, which applies to all parties who use District technology.

The District intends that students, staff, and members of the community benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the District establishes an Acceptable Use Policy to govern student and staff use of District technological resources. This policy applies regardless of whether such use occurs on or off District property. Further, it applies to all District technological resources, including but not limited to, computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources. Access is a privilege, not a right. Users are responsible for good behavior on school networks. Access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

Users may be subjected to information that is not educationally appropriate due to the availability of inappropriate sites on the internet. To lessen the availability of access to such sites, the District has installed filtering software in accordance with the guidelines submitted by the Kentucky state legislature (1998 Senate Bill 230).

NO PRIVACY GUARANTEE

The network administrators have the right to access information stored in any user directory, during the current user session, or in e-mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Users should not expect that files stored on District servers or workstations, e-mail, internet activity, and history will be private. All internet activity is logged and may be considered public record. The network administrators may examine activity to make sure all guidelines are being met for acceptable use. Teachers and administrators are expected to monitor students when accessing online material during the school day.

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Employee Access to Electronic Media

RULES AND REGULATIONS

Before using District technological resources, students and staff must sign a statement indicating that they understand and will strictly comply with these requirements. In the case of students, their parent/guardian must also co-sign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students with take-home District devices, a violation may result in becoming a “day-user” who must check out their device every morning and return it every day at the end of school. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law, up to and including termination (staff) and expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District.

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The user is expected to abide by the following network rules of etiquette:

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- Appropriate language must be used (no swearing, use of profanity or obscenity).
- Users must not harass, intimidate, bully, threaten, or attack others electronically.
- Sending, displaying, or viewing obscene or offensive materials is prohibited.
- Users may not monopolize the resources of the District’s network by such things as running unapproved large programs and applications over the network during the day, sending massive amounts of email to other users, or using system resources for downloading of freeware or shareware programs.
- Using another user’s password, “hacking”, or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Users must not share their passwords with anyone.
- Users must comply with copyright laws (including illegal copying of commercial software and/or other protected material).
- Damaging computer systems, computer networks, or school/District websites is strictly prohibited.
- Users must not upload a work, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.
- Users must not bypass or attempt to bypass any proxy settings on the network.
- Trespassing in another user’s account (folder, network, or files) is prohibited.
- Users must not use the network for commercial purposes, financial gain, or any illegal activity.
- Users (teachers, library media specialists, and other educators) are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the internet.
- Electronic mail and internet access are a privilege not a right for the express purpose of educational activities and school business. Do not use electronic mail or internet for instance, for private business or personal, non-related communications.
- Users may not send or attach documents containing pornographic, obscene, threatening, or sexually explicit material.
- As required by law, KETS product standard e-mail is to be used by all staff and students with an existing account. Use of third party e-mail, such as Hotmail, Gmail, etc. is prohibited.
- Users should notify the CIO/designee of any violations of this policy/agreement.

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Employee Access to Electronic Media

RULES AND REGULATIONS (CONTINUED)

- Teachers shall provide students with instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.
- Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.
- Failure to comply with these agreements will result in the termination of access to the school network, internet, and may include other disciplinary actions.

PURCHASING

New hardware and software must be KETS compatible. For this reason, all purchase orders for hardware and software regardless of funding source are to be routed to the CIO/designee for review prior to submission to the Superintendent. This includes upgrades to present equipment.

Computers and software must be purchased from official bid lists.

The CIO/designee is responsible for approving KETS-funded items.

NETWORK SECURITY

District staff are responsible for the security of his/her user account. Account passwords must not be revealed to or used by others. No one, especially students, should have access to the network under user credentials unless specifically authorized by a member of the tech department for maintenance/repair. This includes family, friends or other personnel when working remotely. Passwords must be protected and should not be generic, reused, or a repeated sequence. Passwords should not be names of persons, places, or things easily identified with the user.

District devices are entrusted to the employee who is fully accountable for their use and security. District devices must be properly secured and not left unattended or vulnerable to theft. A staff workstation should be locked when unattended. Loss of the device or unauthorized access exposes the District to loss of confidential information as well as loss of the physical asset. District staff must promptly report any device theft or loss to the District Technology Department or the appropriate administrator.

District technicians are the only persons certified to do hardware maintenance on District workstations and related equipment. Any unauthorized hardware alteration can risk voiding the warranty of the machine being altered. District staff must contact the Technology Department for all hardware alterations. Computer equipment is easily damaged, destroyed, or rendered inoperable due to incorrect installation of hardware. Alteration includes, but is not limited to, adding, removing, or rearranging components.

District staff must contact the Technology Department via the IT portal for all software installations. Installation of unauthorized computer programs and software, including those downloaded from the internet, can easily create security vulnerabilities and/or problems within the network structure (i.e. interfere with network functions, introduce viruses or hacking programs). It is the responsibility of every employee to assist in the protection of District computers, systems, data, and communications from unauthorized access. Only District technology personnel or those specifically directed by the District Technology Department (technicians, DTC/designee, System Administration) may install computer programs and software on District computers.

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Employee Access to Electronic Media

NETWORK SECURITY(CONTINUED)

District purchases software on a variety of licensing agreements, therefore, District Technology personnel must be aware of all software installations in order to keep the District compliant with all agreements.

Except in situations in which explicit authorization has been granted by the District CIO/designee, District staff are prohibited from engaging or attempting to engage in:

- Breaching, testing, or monitoring computer or network security measures;
- Circumventing user authentication or security or any host, network, or account; or
- Circumventing internet restrictions with anonymous proxy tools.

INTERNET

Standards for staff use of the internet:

- Internet access through the District is to be used for instruction, research, and school administration.
- Just as teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in print media, they will select and guide students on the use of instructional materials on the internet.
- By signing the user agreement form, the staff member has agreed to abide by Board policy governing access. The District/school will be responsible for supervising and monitoring access to the extent outlined in the user agreement.
- The District/school will not be responsible for supervising or continually monitoring every communication and internet session for every staff member beyond the scope of supervision defined in the user agreement.
- Staff shall not reveal a student's personal identity or post a picture of the student or the student's work on the internet with personally identifiable information unless the parent/guardian has given written consent.
- Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard email system.
- Teachers shall supervise all student computer use to ensure it is used for educational purposes and that non-approved software, programs, and resources are not utilized.
- It is presumed that users will comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of the individuals using the network.

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Electronic Access/User Agreement Form

User's Name				
Last Name		First Name		Middle Initial
User's Address				
City		State		Zip Code
Date of Birth	Sex	Phone Number	School	

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Please check if you are a ☐ Certified employee or ☐ Classified employee.

As a user of the Garrard County School District's computer network, I hereby agree to comply with the District's internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print)

User's Signature *Date*

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USER SURVEY

Do you have internet access at home that can have a good experience watching a YouTube or other video service? ☐ Yes ☐ No

DRAFT – 7/20/20
REVISED DRAFT – 11/2/20

CURRICULUM AND INSTRUCTION

08.2323 AP.1

Access to Electronic Media

Garrard County School District and the Board provides its students, staff, and members of the community reasonable access to a variety of District technological resources (including but not limited to access to the Internet and devices). These resources provide opportunities to enhance learning, improve communication, and connect users to both the local and global community. The access to these resources is permitted when exercised in an appropriate and responsible manner as required by the Acceptable Use Policy and related procedures, which applies to all parties who use District technology.

The District intends that students, staff, and members of the community benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the District establishes an Acceptable Use Policy to govern student and staff use of District technological resources. This policy applies regardless of whether such use occurs on or off District property. Further, it applies to all District technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

ELECTRONIC MAIL/INTERNET

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

1. Provide access so that the parent may examine the contents of their child(ren)'s email files;
2. Terminate their child(ren)'s individual email account and/or Internet access; and
3. Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed.

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Access to Electronic Media

GENERAL STANDARDS FOR USERS (CONTINUED)

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

Users may be subjected to information that is not educationally appropriate due to the availability of inappropriate sites on the Internet. To lessen the availability of access of such sites, the Garrard County Board of Education has installed filtering software in accordance with the guidelines submitted by the Kentucky state legislature (1998 Senate Bill 230).

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, during the current user session, or in email. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect that files stored on District servers or through District provided or sponsored technology services, be private. All Internet activity is logged and considered public record. The network administrators may examine activity to make sure all guidelines are being met for acceptable use. Teachers and administrators are expected to monitor students when accessing online material during the school day.

RULES AND REGULATIONS

Before using District technological resources, students and staff must sign a statement indicating that they understand and will strictly comply with these requirements. In the case of students, parents/guardians must also co-sign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students with take-home District devices, a violation may result in becoming a "day-user" who must check out their device every morning and return it every day at the end of the school day.

Willful misuse may result in disciplinary and/or criminal prosecution under applicable state and federal law, up to and including termination (staff) and expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District.

Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Violations of the Acceptable Use Policy include, but are not limited to, the following.

- Creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, explicit, harassing, abusive, or considered to be harmful to minors.
- Establish or use third-party accounts not administered by the District for District business or District communications.

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Access to Electronic Media

RULES AND REGULATIONS (CONTINUED)

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Accessing, sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing, insulting, or intimidating communications.
- Damaging computer systems, computer networks, or school/District websites.
- Using another user's account or sharing of one's account information.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material. Using District resources for any purposes prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.
- Accessing another's user's folder, work, or files.
- "Hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Intentionally wasting limited resources, including downloading of freeware or shareware programs.
- Using network for commercial or political purposes, or for financial gain or any illegal activity.
- Attempting to bypass filters.
- Downloading and/or installing programs without approval of network administrators.
- Sharing confidential information about themselves or others.
- Meeting with someone met online.

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Users will promptly disclose to their teachers or school administrator any message they receive that is inappropriate or makes them feel uncomfortable or threatened.

A PARENT'S / GUARDIAN'S GUIDE TO STUDENT TECHNOLOGY USE

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- Garrard County School District encourages a partnership between schools and families when considering the safe, productive, and meaningful use of technology in education. There is too much at stake with students to passively provide technology without appropriately and firmly establishing guidelines for ethical and safe use. Although each family is unique, the following practical tips have been developed to serve as a compass for GCS parents and guardians when establishing guidelines and expectations for technology use with their student. Many families have already developed safe-use guidelines for their students; for others, this may be a starting point.

Access to Electronic Media

A PARENT'S / GUARDIAN'S GUIDE TO STUDENT TECHNOLOGY USE (CONTINUED)

- No matter where your family may be on this spectrum, read below and consider these:
 - Start the dialogue – Discuss very openly with your student about what is acceptable technology use. Ask them about current trends they are seeing at school, friends' houses, and in their own home. Understand the technology they are using.
 - Conduct a technology inventory - Know what devices your student is using and what these devices are capable of in the online world. This includes desktop computers, laptops, cell phones, iPods, iPads, Kindles, Nooks, and gaming devices (many video games systems are WIFI capable and can be used to interact online). Keep track of where these devices are kept in your home.
 - Accountability - Establish boundaries for when, where, and how technology will be used in your home. Firmly establish an acceptable time each evening when technology devices will be turned off or turned in to parents. Closely consider WHAT your student has access to in your home and WHERE that access is located.
 - Websites - Clearly outline sites that are acceptable for viewing and sites that are unacceptable for viewing. Discuss consequences for viewing inappropriate content. It is advisable that students do not have full unfiltered access to the internet (except for possibly in a very open and public area of the home). Set parental control settings on the Internet at home.
 - Online safety - Firmly discuss the dangers of giving out their personal or identifying information to anyone in an online environment. Be sure they understand that this includes photos, addresses, phone numbers, first or last names, email addresses, passwords, name of their school, parents' workplaces, etc.
 - "What do I do if...?" - Outline how you expect your student to respond if a situation occurs which is uncomfortable, unethical, or threatens their or someone else's safety (unfiltered access at a friend's house, cyberbullying, pornography, plagiarism, online harassment, etc.). Let them know that you expect to be informed so you can determine what the best course of action may be.
 - Technology acceptable use checks - Learn how to check your student's devices for internet history, downloads, photos, videos, and more. Parents/guardians should know all passwords to all students' accounts. Children (although they will tell you differently!) simply do not have a right to privacy in this area at this point in their developmental lives. Monitor your student's use of technology in your home.
 - Communicate with the school - Contact your school's teachers, or administrator with questions, concerns, or any needs you may have. Although a situation may be new to you, it could be something that the school has seen before and can help with. Or, you could be bringing up a new situation or circumstance of which the school needs to be aware. The safety and well-being of our students is the foremost priority in promoting technology in education. Schools depend greatly on partnerships with families in order to ensure the safety of our students.

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Access to Electronic Media

PENALTIES FOR VIOLATION OF POLICIES

Sanctions may include, but not limited to:

- Suspension of network privileges.
- Disciplinary action as determined by school administrators.
- Monetary damages sufficient to cover the cost or repair/replacement of equipment and/or cost of litigations will be assessed as needed.
- Involvement by appropriate law enforcement agencies as needed.

Additional rules and regulations may be found in District handbooks and/or other documents.

Electronic Access/User Agreement Form

User's Name _____			
Last Name		First Name	
Middle Initial			
User's Address _____			
City		State	
Zip Code			
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
School _____			
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a ☐ student ☐ certified employee ☐ classified employee ☐ member of the community.

As a user of the Garrard County School District's computer network, I hereby agree to

District Name

comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature

Date

USER SURVEY

Do you have Internet access at home that can have a good experience watching a YouTube or other video service? ☐ Yes ☐ No

Can you connect a District device to this Internet connection? ☐ Yes ☐ No

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) and are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usages log, and educator monitoring and mindfulness of student Internet access in school. The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g., cellular services, home network). You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

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As the parent or legal guardian of the student (under 18) signing above, I have read and agree to the Electronic Resources Acceptable Use Policy and Procedures. I understand that some materials on the Internet may be objectionable. Therefore, I agree to accept responsibility for advising my student and conveying to them appropriate standards for selecting, sharing, and/or exploring information and media. I understand and agree that it is necessary for school personnel to supervise student use of this form of technology and I will support their efforts to ensure appropriate use. My permissions, as granted above, will stay in effect until I make a change in writing. I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

I give permission for my student to use the Internet under teacher supervision for educational purposes. ☐ Yes ☐ No

I give permission for my student to have a Garrard County School District email account for educational purposes. ☐ Yes ☐ No

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian *Date*

Daytime Phone Number: _____ Evening Phone Number: _____

**NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR
ONLINE ACTIVITIES OF MINORS.**

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One-to-One Learning Devices

TAKE HOME DEVICE USER AGREEMENT

Students and staff who are issued “take home” District-owned technology (such as Chromebooks or laptops) must follow these specific guidelines:

1. Charge the device nightly at home before returning to school so they are fully charged (100% battery) for the beginning of the next school day.
2. Bring the device every day to school for instructional use.
3. Have the device always available to present to District staff. If a user is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to, compensation for the cost of the device.
4. Keep the device secure and damage free.
5. Do not load out the device, charger, case, or cords.
6. Do not deface the device itself with drawings, stickers, or other permanent adornment.
7. Do not leave the device in your vehicle.
8. Do not leave the device unattended.
9. Do not eat or drink while using the device.
10. Do not allow pets near the device.
11. Do not place the device on the floor or on a sitting area such as a chair or couch.
12. Do not leave the device near table or desk edges.
13. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.
14. Do not leave the device outside.
15. Do not use the device near water such as a pool or bathtub.
16. Do not check the device as luggage at an airport.
17. Make sure to back up files regularly (via a cloud-based system like Google Drive or via a thumb drive) as crashes may occur and the device may need replacing or re-imaging.
18. Student devices must be turned in at the end of the school year for maintenance and re-imaging. Take good physical care of the device because devices deployed at the beginning of the school year will be the same device as issued the previous school year.

Failure to follow the above guidelines may result in becoming a “day user” who must check out their device every morning and return it every day at the end of the school day, or other disciplinary actions.

Student Acknowledgement

I agree to the stipulations set forth in the Take Home Device User Agreement.

Student Legal Name (Please Print)

First Name	Middle Name	Last Name
Student Signature		Date

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One-to-One Learning Devices**Parent/Guardian Acknowledgement/Permission**

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As the parent(s) or guardian(s) of _____, we have read, understand, and agree with the stipulations outlined in the Take Home Device User Agreement for device use. I understand that internet usage will be filtered while on school premises and that participation in the device protection plan is required for the device to go home.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

*This agreement will be in effect from the date of student enrollment until graduation or withdrawals from the Garrard County School District.

*Home internet filtering is the responsibility of the parent(s) or guardian(s).

One-to-One Learning Devices

Device Accidental Protection Plan

The Garrard County School District is providing and administering an insurance program for students and parents as part of our 1 to 1 Chromebook initiative. Enrollment in this program is mandatory for a student to be issued a device. Enrollment in the program is achieved by completing this form and submitting it to Garrard County School District. This plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility for any damages as described in the coverage section below. In addition, each device is covered under a manufacturer warranty that covers the normal operation of the device to ensure that it functions properly. A twenty-five dollar (\$25.00) non-refundable fee is required for the student to take the device home.

<u>Program Fee/Coverage</u>	<u>Effective Coverage/Expiration Dates</u>
*\$25 Pro-rated no-refundable fee per school year.	*Effective Date: Initial issue date of device.
*Limit of liability per school year: \$200.	*Expiration Date: Last day of school graduation year or date of withdrawal.
<u>Coverage</u>	<u>Exclusions</u>
* Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.	* Dishonest, Fraudulent, Intentional, Negligent, or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act. The student/guardian will be responsible for the full amount of fees for repair/replacement.
* Theft: Pays for loss or damage due to theft. The claim requires a police report to be filed.	*"Jailbreaking," "rooting," or otherwise voiding the manufacturer's warranty by altering the software.
* Fire: Pays for loss or damage of the device due to fire. The claim must be accompanied by an official fire report from the investigating authority.	Garrard County School District is not liable for any loss or damages (including incidental, consequential, or punitive damages) caused directly or indirectly by the equipment.
* Electrical Surge: Pays for damage to the device due to an electrical surge.	
* Natural Disasters: Pay for loss or damage caused by natural disasters.	

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Annual Deductible and Fees Per Claim

<u>Claim</u>	<u>Damage/Repair Device Deductible</u>	<u>Lost/Stolen Accessory Deductible</u>	<u>Lost/Stolen Device Deductible</u>	<u>Exclusionary Incident Fees</u>
<u>1</u>	<u>\$15</u>	<u>\$15</u>	<u>\$50</u>	<u>Full Cost of Device or Repair</u>
<u>2</u>	<u>\$30</u>	<u>\$15</u>	<u>\$100</u>	
<u>3</u>	<u>\$45</u>	<u>\$15</u>		

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*Deductible and fees are structured annually per school year starting August 1st. Claims for a previous school year are not used in determining the deductible for each year the policy is in effect.

**If a student withdraws from the Garrard County School System for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the device is issued.

One-to-One Learning Devices**Device Accidental Protection Plan Application**

<u>Name of Insured Student:</u>			
	<u>Last</u>	<u>First</u>	<u>Middle</u>
<u>Graduation Year</u>			
<u>Parent/Guardian Name:</u>			
<u>Mailing Address</u>			
<u>City, State, Zip</u>			
<u>Home Phone:</u>			

I agree to the provisions outlined in the policy terms and understand that:

- The Device Accidental Protection Plan form is valid through my child's enrollment in Garrard County School District and is void only when my child graduates or withdraws from the District.
- A \$25 pro-rated, non-refundable fee is required to take the insured device home.
- The policy only covers the school issued device and accessories.
- A tiered deductible is in place based on annual occurrences. Claims from a prior year are not used in calculating the deductible.
- Damage as a result of a violation of the Device User Agreement is not covered. This includes but is not limited to dishonest, fraudulent, intentional, negligent, or criminal acts. Damage to the device is still the responsibility of the student/family.
- Jailbreaking, rooting, or otherwise compromising the operating system is an attempt to modify the device is not covered.

☐ **I will participate in the Garrard County School District's Device Protection Plan and WILL PAY the \$25 non-fundable fee so my student may take his/her assigned device home each day. I agree to the provisions outlined in the policy terms above.**

☐ **I will participate in the Garrard County School District's Device Protection Plan but WILL NOT PAY the \$25 fee. I understand that my student will be issued a device for school use, but that it may not leave school property. Fees and deductibles associated with repairs/replacements are still the responsibility of the student/family. I agree to the provisions outlined in the policy terms above.**

Student Name:PrintedSignatureDate**Parent/Guardian Name:**PrintedSignatureDate

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