

IV. General Administration

4.1 *Security/Access to Schools*

- 4.1.1 Security Measures Authorized – The Superintendent or designee, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).
- 4.1.2 Access Restrictions Authorized – The Superintendent or designee, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent or designee, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt “check-in” and “check-out” requirements and procedures for students and employees.
- 4.1.3 Adult Sex Offenders - No adult sex offender who has been convicted of a sex offense involving a minor may enter onto the property of a K-12 school during the school day or attend any K-12 school activity unless he or she does all of the following:
- a. Notify the school’s principal or his or her designee before entering school property or attending a K-12 school activity;
 - b. Immediately report to the school’s principal or his or her designee upon entering school property or arriving at the K-12 school activity; and
 - c. Comply with any directive or supervision requested by the school principal or his or her designee to discreetly monitor their presence on school property or at the school activity.

For the purposes of this policy, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his

designee, or any other employee, agent, or representative of the school or school system.

Any failure to comply with this policy may result in the offender's exclusion from school property or activities and/or criminal charges.

[Policy Adopted XX/XX/2015; Reference: ALA. CODE §15-20A-17]

4.2 Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)

4.2.1 Prohibition on the Possession of Firearms – The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

a. *Penalties for violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

1. *Students* – Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.
2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1, 24.3 (1975); Ala. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995 (18 U.S.C. §922(q))]

4.2.2 Prohibition on the Possession of Weapons – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except

for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:
 1. *Students* – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
 2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons may be denied re-entry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

4.2.3 Illegal Drugs and Alcohol – The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:
 1. *Students* – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
 2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons may be denied re-entry to school property.

- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

4.2.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited.

a. *Penalties for Violations*

1. *Students* – Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Student Conduct.
2. *Employees* – Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons who violate the tobacco prohibition may be denied re-entry to school property.

- b. *Parental Notification* – Parents and guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

4.2.5 Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

4.2.6 Drug and Alcohol Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.

[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)]

4.2.7 Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject

to all notification, referral, suspension, placement, re-admission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975).

4.3 *Accreditation*

The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (“SACS CASI”) accreditation division of AdvancED as a condition to receiving or maintaining accreditation.

4.4 *Use of Board Property*

4.4.1 Equipment, Supplies, Materials, Vehicles – Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.

4.4.2 Use of Board Facilities – Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Board.

4.4.3 Advertising – Board property will not be used for commercial advertising except upon such terms and conditions as may be expressly approved by the Board.

4.5 *Naming Board Facilities*

The Board shall have the authority to name facilities in the school system, as it deems appropriate.

4.6 *Complaints and Grievances*

4.6.1 General Complaints (Grievances) – Subject to the limitations set forth below and elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with

such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

- 4.6.2 Limitations Regarding Availability and Application of General Complaint/Grievance Policy – The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).
- 4.6.3 Student Complaints and Grievances – Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student’s legal rights.
- 4.6.4 Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and procedures specified in the Code of Student Conduct.

4.7 Risk Management

The Board may obtain such liability and other forms of insurance or enter into such risk management agreements, pools, cooperatives, and like arrangements, agreements, or undertakings as it deems necessary and appropriate to meet legal requirements or to protect the Board, its employees, or its property from risk of loss.

4.8 *Emergency Closing of Schools*

- 4.8.1 Authority of Superintendent to Close Schools – The Superintendent is authorized to close schools if such action is warranted by weather conditions or other circumstances that pose a risk to the safety and welfare of students and employees, or that render meaningful instruction impossible (e.g., loss of power or other utility services).
- 4.8.2 Make-Up Dates – To the extent not provided for in the school calendar, any days lost by reasons of an emergency closing will be made up and a revised school calendar approved, if necessary, to reflect any extension or adjustment of the school year required by such action, unless approval to waive the days is obtained in accordance with state law, unless approval to waive the days is obtained in accordance with state law.

4.9 *Internet Safety and Use of Technology*

- 4.9.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to electronic devices, such as computers, the “Internet,” network storage areas (LAN and WAN), and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing a “Technology Acceptable Use Agreement,” agree to abide by all Board policies, procedures, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.
- 4.9.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, procedure, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.
- 4.9.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other electronic devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, e-mail, and data, to determine if a user is in violation of any of the Board’s policies, procedures, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and

efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.

4.9.4 Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific procedures and regulations regarding access to and use of its technology resources and to require adherence to such procedures and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:

- a. Measures to block or filter Internet access in compliance with the Children’s Internet Protection Act (CIPA) which includes but is not limited to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
- b. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and
- d. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
- e. Restriction of minors’ access to harmful material;
- f. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms and cyberbullying awareness and response.

4.9.5 Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service.

[Reference: 47 U.S.C. §254(h) and (l)]

4.10 *Political Activity*

Board employees may participate in political activities to the full extent permitted by the United States Constitution and federal and state laws securing the right to engage in such activities, subject to the following restrictions:

- a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities (including but not

limited to the distribution of campaign material or literature) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities;

- b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;
- c. Candidates and representatives of candidates for political office may not invite or allow announced candidates for political office to address student groups except when such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent; and
- d. Political signs may not be placed on schools or school board property. Campaign literature and other material may not be distributed on Board property during the regular school or work day, and may not be distributed at school or Board sponsored events or activities in a manner that impedes the normal and safe movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event.

4.11 Data Governance

4.11.1 Purpose

- a. It is the policy of Elmore County Board of Education that data or information in all its forms--written, electronic, or printed--is protected from accidental or intentional unauthorized modification, destruction, or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.
- b. The data governance policies and procedures are documented and reviewed annually by the data governance committee.
- c. Elmore County Board of Education conducts annual training on their data governance policy and documents that training.
- d. The terms data and information are used separately, together, and interchangeably throughout the policy.

- 4.11.2 Scope – The superintendent is authorized to establish, implement, and maintain data and information security measures. The policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data

systems or data.

This policy applies to all forms of Elmore County Board of Education data and information, including but not limited to:

- a. Speech, spoken face to face, or communicated by phone or any current and future technologies.
- b. Hard copy data, printed or written.
- c. Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media, etc.
- d. Data stored and/or processed by servers, personal computers, laptops, tablets, mobile devices, etc.
- e. Data stored on any type of internal, external, or removable media or cloud-based services.

4.11.3 Regulatory Compliance - The district shall abide by any law, statutory, regulatory, or contractual obligations affecting its data systems. Elmore County Board of Education complies with all applicable regulatory acts including but not limited to the following:

- a. Children's Internet Protection Act (CIPA)
- b. Children's Online Privacy Protection Act (COPPA)
- c. Family Educational Rights and Privacy Act (FERPA)
- d. Health Insurance Portability and Accountability Act (HIPAA)
- e. Payment Card Industry Data Security Standard (PCIDSS)
- f. Protection of Pupil Rights Amendment (PPRA)

4.11.4 Risk Management

- a. A thorough risk analysis of all Elmore County Board of Education data networks, systems, policies, and procedures shall be conducted as requested by the Superintendent or Technology Director. The risk assessment shall be used as a basis for a plan to mitigate identified threats and risk to an acceptable level.
- b. The Superintendent or designee administers periodic risk assessments to identify, quantify, and prioritize risks. Based on

the periodic assessment, measures are implemented that mitigate the threats by reducing the amount and scope of the vulnerabilities.

4.11.5 Systems and Information Control – Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, audio-visual equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems. All involved systems and information are assets of Elmore County Board of Education shall be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

- a. *Ownership of Software* – All computer software developed by Elmore County Board of Education employees or contract personnel on behalf of Elmore County Board of Education, licensed or purchased for Elmore County Board of Education use is the property of Elmore County Board of Education and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.
- b. *Software Installation and Use* – All software packages that reside on systems within or used by Elmore County Board of Education shall comply with applicable licensing agreements and restrictions and shall comply with Elmore County Board of Education acquisition of software procedures.
- c. *Virus, Malware, Spyware, Phishing, and SPAM Protection* – Virus checking systems approved by the District IT Services are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc.) that ensures all electronic files are appropriately scanned for viruses, malware, spyware, phishing, and SPAM. Users shall not turn off or disable Elmore County Board of Education protection systems or install other systems.
- d. *Access Controls* – Physical and electronic access to information systems that contain Personally Identifiable Information (PII), Confidential information, Internal information and computing resources is controlled. To ensure appropriate levels of access by internal workers, a variety of security measures are instituted as recommended by the data governance committee and approved by Elmore County Board of Education. The data governance committee shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, Confidential information, Internal information and computing resources include, but are not limited to, the following methods:

1. *Authorization* – Access shall be granted on a “need to know” basis and shall be authorized by the superintendent, principal, or Data Governance Committee with the assistance of the Technology Director. Specifically, on a case-by-case basis, permissions may be added in to those already held by individual users in the student management system, again on a need-to-know basis and only to fulfill specific job responsibilities, with approval of the Data Governance Committee or Technology Director.
 2. *Identification/Authentication* – Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, Confidential information, and/or Internal information. Users shall be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall NOT be shared.
 3. *Data Integrity* – Elmore County Board of Education provides safeguards so that PII, Confidential, and Internal information is not altered or destroyed in an unauthorized manner. Core data are backed up to a private cloud for disaster recovery.
 4. *Transmission Security* – Technical security mechanisms are in place to guard against unauthorized access to data that are transmitted over a communications network, including wireless networks. The following features are implemented:
 - a) integrity controls, and
 - b) encryption, where deemed appropriate.
- Note:** Only district-supported email accounts shall be used for communications to and from school employees, to and from parents or other community members, to and from other educational agencies, to and from vendors or other associations, and to and from students for school business.
5. *Remote Access* – Access into the Elmore County Board of Education network from outside the district is allowed using the Board’s VPN Portal. All other network access options are strictly prohibited without explicit authorization from the Technology Director or Superintendent. Further, PII, confidential information and/or internal information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within the

Elmore County Board of Education network. PII shall only be stored in cloud storage if said storage has been approved by Data Governance Committee.

6. *Physical and Electronic Access and Security* – Access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals. At a minimum, staff passwords shall be changed annually.

a. No PII, confidential and/or internal information shall be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device that is not located within a secure area.

b. No technological systems that may contain information as defined above shall be disposed of or moved without adhering to the appropriate Purchasing and Disposal of Electronic Equipment procedures.

c. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.

e. *Data Transfer/Exchange/Printing*

1. *Electronic Mass Data Transfers* – Downloading, uploading, or transferring PII, confidential information, and internal information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with this policy and be approved by the data governance committee and/or Technology Director and include only the minimum amount of information necessary to fulfill the request. A Memorandum of Agreement (MOA) shall be in place when transferring PII to external entities such as software or application vendors, textbook companies, testing companies, or any other web based application, etc. unless the data governance committee or Superintendent approves the exception.

2. *Other Electronic Data Transfers and Printing* – PII, confidential information, and internal information shall be stored in a manner inaccessible to unauthorized individuals. PII and confidential information shall not be downloaded, copied, or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for educational purposes where possible shall be redacted before use.

- f. *Oral Communications* – Elmore County Board of Education staff shall be aware of their surroundings when discussing PII and Confidential information. This includes but is not limited to the use of cellular telephones in public areas. Elmore County Board of Education ‘staff shall not discuss PII or Confidential information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.
- g. *Audit Controls* – Hardware, software, services, and/or procedural mechanisms that record and examine activity in information systems that contain or use PII are reviewed by IT Services. Further, IT Services will regularly review records of information system activity, such as audit logs, access reports, and security incident tracking reports. These reviews shall be documented and maintained for six (6) years.
- h. *Evaluation* – IT Services requires that periodic technical and non-technical evaluations of access controls, storage, and other systems be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection annually.
- i. *IT Disaster Recovery* – Controls shall ensure that Elmore County Board of Education can recover from any damage to critical systems, data, or information within a reasonable period. Each school, department, or individual is required to report any instances immediately to the Superintendent and Technology Director for response to a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems. The IT Disaster Plan shall include the following:
 - 1. A prioritized list of critical services, data, and contacts.
 - 2. A process enabling Elmore County Board of Education to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.
 - 3. A process enabling Elmore County Board of Education to continue to operate in the event of fire, vandalism, natural disaster, or system failure.
 - 4. Procedures for periodic testing of written contingency plans to discover weaknesses and the subsequent process of revising the documentation, if necessary.

4.11.6 Compliance

- a. The Data Governance Policy applies to all users of Elmore County Board of Education information including employees, staff, students, volunteers, and outside affiliates. Failure to comply with this policy by employees, staff, volunteers, and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable Elmore County Board of Education procedures, or, in the case of outside affiliates, termination of the affiliation. Failure to comply with this policy by students may constitute grounds for corrective action in accordance with Elmore County Board of Education policies. Further, penalties associated with state and federal laws may apply.
- b. Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:
 1. Unauthorized disclosure of PII or confidential information.
 2. Unauthorized disclosure of a log-in code (User ID and password).
 3. An attempt to obtain a log-in code or password that belongs to another person.
 4. An attempt to use another person's log-in code or password.
 5. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.
 6. Installation or use of unlicensed software on Elmore Board of Education systems.
 7. The intentional unauthorized altering, destruction, or disposal of Elmore County Board of Education information, data and/or systems. This includes the unauthorized removal from Board systems such as, but not limited to, laptops, internal or external storage, computers, servers, backups or other media, copiers, etc. that contain PII or confidential information.
 8. An attempt to gain access to log-in codes for purposes other than for support by authorized technology staff, including the completion of fraudulent documentation to gain access.

4.12 *Recording of IEP-Section 504 Meetings*

The recording of an individualized education program (“IEP”) or Section 504 meeting is prohibited unless a parent/guardian, authorized representative of a parent/guardian is unable to understand or meaningfully participate in the IEP or Section 504 process, or the planning of the relevant student’s educational program, due to a disability, language barrier, or some other impairment.

If a parent/guardian believes that recording an IEP or Section 504 meeting is necessary, the parent/guardian should notify the principal or designee in writing at least five (5) school days before the IEP or Section 504 Team meeting, of the request to record the meeting and the reason the recording is required. The principal or designee will notify the parent/guardian at least two (2) school days before the meeting of the grant or denial of the parent's/guardian’s request to record the meeting.

If the principal or designee denies the request to record the IEP or Section 504 meeting, the reasons will be stated in writing for the denial. Authorized exceptions to the general prohibition against the recording of IEP or Section 504 meetings involve situations when a parent/guardian, or authorized representative of a parent/guardian, is unable to understand or meaningfully participate in the IEP or Section 504 process or the planning of the relevant student’s educational program due to a disability, language barrier, or some other impairment.

If a parent/guardian is permitted to record the meeting, the parent/guardian must use his or her own audio recording device. If the school district records an IEP or Section 504 meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with state and federal law.

For purposes of this policy, a recording is defined as the capture of moving visual images, voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review.

Video recording, including recording of visual images, at an IEP or Section 504 meeting is strictly prohibited.

The use of court reporter services at an IEP or Section 504 meeting is strictly prohibited.

[Adopted 2-20-18]