

**OREGON SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
2024-25**

DATE: November 11, 2024
TIME: 5:00 P.M. - 6:15 P.M.
PLACE: Innovation Center Conference Room
456 N. Perry Pkwy, Oregon, WI 53575

Order of Business

Call to Order

Roll Call

Proof of Notice of Meeting and Approval of Agenda

Approval of Minutes of Previous Meeting(s)

AGENDA

A. Public Comment Regarding Agenda Items

B. Old Business

1. None

C. New Business

1. **Policy 616: Naming of Facilities and Land**
2. **Policy: 612: Donations of Scholarships, Gifts Bequests and Property**
2. **Policy 771: Electronic Communications**
3. **Policy 441: Electronic Communication Devices**

D. Future Business:

1. **Policy 165: Branding and Visual Identity**

E. Future Meeting: December 9, 2024

F. Adjournment

Notice is hereby given that a majority of the Oregon School Board may be present at the meeting of the Policy Committee scheduled to discuss subjects over which they may have decision-making responsibility. This constitutes a meeting of the Oregon School Board and must be noticed as such although the School Board will not take any formal action at this meeting.

Go to: [www.OregonSD.org/board meetings/agendas](http://www.OregonSD.org/board%20meetings/agendas) for the most updated version agenda.

MINUTES OF THE POLICY COMMITTEE OF THE SCHOOL BOARD OF OREGON SCHOOL DISTRICT HELD ON OCTOBER 14, 2024

The regular meeting of the Policy Committee of the School Board of the Oregon School District was called to order by Dr. Mary Lokuta at 5:00 PM in the Innovations Conference Room at Oregon High School.

Committee Members Present: Dr. Mary Lokuta, Ahna Bizjak and Leslie Wright.

Other Board Members Present: Dr. Caleb Bush, Krista Flanagan, Heather Garrison and Troy Pankratz

Administrators present: Dr. Leslie Bergstrom and Jina Jonen

Others present: Nathan Johnson, OEA

Proof in the form of a certificate by the Oregon Observer of communications and notice given to the public and the Oregon Observer, and a certification of posting as required by Section 19.84 Wisconsin Statutes as to the holding of this meeting was presented by Dr. Lokuta.

Ms. Bizjak moved to approve the agenda as posted. Ms. Bizjak voted yes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

Ms. Wright moved to approve the July 16, 2024 minutes. Ms. Wright voted yes. Ms. Bizjak voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

A. Public Comment: None

B. Old Business:

1. None

C. New Business:

1. Calendar 2025-26: Discussion held. Ms. Bizjak moved to approve December 22 - January 2, 2026 as winter break and March 30 - April 3, 2026, for spring break. Ms. Bizjak voted yes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

Ms. Wright moved to have June 12, 2026, as the last day of school, which might end earlier if there are less than three snow days. Ms. Wright voted yes. Ms. Bizjak voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

2. Policy 616: Naming of Facilities and Land. Discussion held. This will be placed on the next Policy Committee agenda.

D. Future Business:

1. Policy 616: Naming of Facilities and Land

2. Cell Phone Policy Discussion

3. Policy 165: Branding & Visual Identity

E. Future Meetings: November 11, 2024 and December 9, 2024

F. Adjournment: Ms. Wright moved to adjourn. Ms. Wright voted yes. Ms. Bizjak voted yes. Dr. Lokuta voted yes. Motion approved 3-0. Meeting adjourned at 6:22 PM.

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| Book | School Board Policies |
| Section | 600 Fiscal Management |
| Title | Naming of Facilities and Land |
| Code | 616 |
| Status | Active |
| Adopted | February 12, 2018 |

616 Naming of Facilities and Land

616.01 Scope

This policy applies to the formal naming of facilities owned or otherwise controlled by the Oregon School District.

616.02 Purpose

The purpose of this policy is to protect the assets and reputation of the District by providing criteria to be applied when approving names for district facilities. The names of all facilities must be compatible with the District's mission and values.

616.03 Facility includes any District building, part of a building, land, park, bridge, or athletic field/stadium.

616.04 The Board of Education may consider the following criteria when naming District facilities:

1. A facility may be named after a geographic location and/or a section of the district it serves;
2. A facility may be named after an inanimate object of significance to the area;
3. A facility may be named after a person of historical value or a person of exemplary character who has made an outstanding contribution to education, humanity or community; has displayed outstanding leadership; and has not been living for at least 20 years.

616.05 Naming Approval

The Board must approve names by a two-thirds vote of the full Board.

616.06 Renaming

Naming is considered permanent until or unless a facility is demolished, substantially renovated or expanded, or destroyed.

616.07 Removal of Name

In unusual or unforeseen circumstances, the District reserves the right to remove a previously approved name by a two-thirds vote of the full Board.

Adopted: February 12, 2018

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| Book | School Board Policies |
| Section | 600 Fiscal Management |
| Title | Donations of Scholarships, Gifts Bequests and Property |
| Code | 612 |
| Status | Active |
| Adopted | January 14, 1991 |
| Last Revised | February 13, 2017 |
| Prior Revised Dates | March 11, 1996 |

612: Donations of Scholarships, Gifts Bequests and Property

612.01 The Oregon Board of Education appreciates the donations of scholarships, gifts, bequests and property which support the District's mission and values. All such donations are considered to be the property of the District to be used at the Board's discretion.

612.02 The District encourages individuals, families or groups seeking to support the District to donate scholarships to help our students achieve their post-secondary goals. Student Services shall administer the scholarships in accordance with District policy and procedures, and criteria established by the District in consultation with the individual, family or group. For student or staff memorials, the Board will accept donations by the individual, family or group to establish a scholarship on behalf of the student or staff member.

612.03 Donations should be made only after prior consultation with the District. Gifts of equipment or other property must conform to consumer product safety requirements.

612.04 This policy will be implemented in accordance with federal and state laws which prohibit discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established policies and procedures.

Adopted: January 14, 1991

Revised: March 11, 1996

February 13, 2017

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| Book | School Board Policies |
| Section | 700 Support Services |
| Title | Electronic Communications |
| Code | 771 |
| Status | Active |
| Adopted | July 24, 2000 |
| Last Revised | June 10, 2113 |
| Prior Revised Dates | January 22, 2001; May 21, 2001; August 19, 2002; June 11, 2007; September 24, 2012 |

771: Electronic Communications

771.01 The Oregon School District ("District") offers students, staff, board members and others access to the District's electronic communication system (ECS). ECS includes, for example, computers, scanners, pagers, printers, fax machines, e-mail, Internet access, social networking applications, phones and voicemail.

771.02 ECS is provided to assist in instruction, perform work assignments, conduct research, and communicate with others. Access to ECS is a privilege and not a right. The District expects that all users will use the ECS in a responsible and ethical manner and in conformance with the following rules. The District reserves the right to restrict or revoke any person's authorization for use and access to ECS at any time for any reason.

771.03 The following uses of ECS are prohibited:

- **771.03.1** Downloading, displaying, viewing, posting, accessing or attempting to access, storing or transmitting any images, cartoons, messages or material which are sexually explicit or that may be construed as bullying, disparaging, threatening, harassing, offensive, intimidating, or discriminating against others as defined in Policy 157.
- **771.03.2** Unreasonable personal use or personal use that interferes with student(s), employees performance of duties, the performance of other District users, or which otherwise disrupts the operations of the District. Exempted from this policy are communications undertaken by officers of the Oregon Education Association or the AFSCME Oregon School District Support Units that are necessary for the furtherance of Union business or communication.
- **771.03.3** Use for political or advocacy purposes.
- **771.03.4** Posting commercial notices: these notices must be posted to a District designated file/folder.
- **771.03.5** Use which is illegal, including the violation of copyright, gambling and pornography laws.
- **771.03.6** Damaging any component of ECS or the District's hardware or software.

- **771.03.7** Intentionally wasting limited access time or occupying excessive file storage space.
- **771.03.8** Unauthorized accessing or attempting to access or revealing confidential District information, including personnel records, medical records, identification numbers, account numbers, passwords, access codes, personal contact information and/or financial information.
- **771.03.9** Unauthorized accessing or attempting to access another user's password, data, messages or other ECS material.
- **771.03.10** Changing computer configuration in any way that allows users to bypass Board policy requiring parental approval for computer use, Internet filtering, or copyright compliance controls is prohibited.
- **771.03.11** Reposting a message that was sent to the user without permission of the person who sent the message
- **771.03.12** Communicating in an improper romantic or sexual nature.
- **771.03.13** Any use that is inconsistent with the District's Code of Conduct, regardless of whether the equipment and methods used for accessing the Internet are provided by the District or personally owned.

771.04 The ECS is the sole property of the District. All electronic communications transmitted by, received from, or stored in the ECS are owned by the District. Users should have no expectation of privacy with regard to the use of the ECS or information, messages, files and other data stored on District systems. The District may access, search, monitor and/or disclose to appropriate authorities any communication at any time without prior notice being given. The District may also disclose all communications to members of the public under the Wisconsin Public Records Law or other laws that may apply.

771.05 Computer Configuration and Operational Procedures

- **771.05.1** All computer files downloaded via e-mail attachment or in any other manner to the ECS must be scanned for viruses. No software may be downloaded without proper authorization.
- **771.05.2** Staff or students must immediately notify their teacher or immediate supervisor and technology department of any loss or theft of District-owned technology equipment.

771.06 All confidential business information belonging to the District may not be transmitted unless appropriate measures are taken to protect confidentiality.

771.07 The District shares responsibility for control over access to inappropriate Internet materials. In light of that responsibility the District utilizes hardware and software that is designed to filter and block inappropriate sites and high risk activities. Pursuant to the Children's Internet Protection Act and the Student Handbook, the District will monitor the online activities of all students. The District will also educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The District reserves the right to block sites that do not enhance classroom activities. This filtering will at a minimum meet the requirement of the Children's Internet Protection Act to provide protection from obscene, pornographic and other materials considered harmful to minors. The use of filtering hardware and software is not infallible. Objectionable material may be accessed notwithstanding our efforts to block such content. The use of an Internet filter does not diminish the user's personal responsibility to use the network in conformance with the standards in this policy. Anyone seeking to remove a site from the blocked list must submit that request in writing to the building administrator. The building administrator shall consult with the technology director to determine whether to remove the site from the blocked list. The decision to remove the block will be based on whether the educational value of the site outweighs the inappropriate nature of the site, the content from the site enhances the curriculum and the availability of the content from other sources. If removal of the block is granted, the block shall be removed for the shortest time necessary to accomplish the educational mission involved. A denial of the request to remove the block may be appealed to the Superintendent whose decision shall be final.

771.08 If a user inadvertently becomes connected to a site that contains any material with prohibited content, the user must disconnect from that site immediately and inform his or her supervisor of the incident.

771.09 Social Networking Applications

- **771.09.1** The District understands that social networking applications may be used as both an educational and personal communication tool. Social networking applications are generally defined as web applications and other online means of communication that are used by groups of people to share information and to develop social and professional contacts, such as Facebook, Twitter and LinkedIn. Social networking applications are also used as educational tools, such as Moodle, educational wikis, and Google Apps for Education.
- **771.09.2** Use of Social Networking applications For Educational Purposes: The District understands that technology is dynamic and encourages the use of technology to assist with student learning. Social networking applications for educational purposes shall be used under the following guidelines:
 1. The applications shall only be used for professional development or educational (not personal) purposes.
 2. Comments, posts or other content must be professional in nature, age appropriate and in compliance with all Board policies.
 3. Online behavior should reflect the same standards of honesty, respect and consideration that are used in direct contact communication.
 4. The District may remove or block any content which, and/or users who, are not professional in nature or do not comply with Board policies.
- **771.09.3** Use of Social Networking applications for Personal Use: The District respects the right to use social networking applications during non-work time. Employees are permitted to use the ECS for limited personal use of social networking applications subject to the terms of this policy.

If persons engage in social networking on their own time, outside of work, the District generally will not regulate such conduct. However, the District may monitor and regulate social networking applications use where:

1. The person chooses to identify him/herself as an employee or representative of the District and the subject matter of the communication is regarding a matter of personal interest and not a matter of interest to the general public;
 2. The activity occurs through use of ECS or other District property or technology or during work time;
 3. The activity affects the employee's job performance or the performance of others;
 4. The activity involves or relates to District students;
 5. The activity is harmful to the District's interests and/or there is a nexus to an individual's employment; or
 6. The activity does not comply with Board policies.
- **771.09.4** When using a social networking application for personal use, the District requires that employees observe the following:
 1. Employees shall be personally responsible for the content they publish on their social networking applications.
 2. Employees are encouraged to consider whether their social networking applications present an image they want to portray to others, including colleagues, parents and community members.
 3. Employees should carefully consider whether to friend or otherwise communicate with students enrolled in the District through personal social networking applications. All employees are expected to maintain appropriate boundaries with District students.
 4. Employees shall not disclose District information that is confidential or proprietary. This specifically includes information or comments regarding students. If an employee has any doubts regarding the release of information, consult a supervisor.
 5. Employees shall not reference personally identifiable information concerning students in any way unless specifically approved by his or her supervisor. This includes pictures, videos or posting of student work. The

release or publication of any student information or images is limited to what has been approved by the student's parents/guardians.

6. Employees shall honor the privacy rights of the District's current employees by seeking their permission before writing about or displaying internal District happenings that might be considered to be a breach of their privacy or confidentiality.
7. Employees shall not produce content that states or implies that the employee's opinions reflect the opinions of the District or are endorsed by the District. Employees may want to consider creating a statement such as The postings on this application are my own and don t necessarily represent the District's positions or opinions.

771.10 Violations may result in the District taking appropriate action, including the following:

- **771.10.1** Restriction or revocation of the use of ECS;
- **771.10.2** Conference with an administrator;
- **771.10.3** Disciplinary action up to and including termination;
- **771.10.4** Notification of law enforcement or other agencies;
- **771.10.5** Notification of parents/guardians; and/or
- **771.10.6** Recommendation for student suspension or expulsion.

771.11 Technology items obtained as a school-sponsored activity or grant belong to the District and are not the property of the staff member. This includes but is not limited to software applications and hardware devices.

Legal reference: Sections 120.13(1) Wisconsin Statutes 943.70, 947.0125, PL 94-553, Federal Copyright Law, Privacy Act of 1974

Adopted: July 24, 2000

Revised: January 22, 2001

May 21, 2001

August 19, 2002

June 11, 2007

September 24, 2012

June 10, 2013

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| Book | School Board Policies |
| Section | 400 Students |
| Title | Electronic Communication Devices |
| Code | 441 |
| Status | Active |
| Adopted | August 27, 1990 |
| Last Revised | April 8, 2013 |
| Prior Revised Dates | April 26, 1999; June 11, 2007 |

441: Electronic Communication Devices

441.01 In order to expand opportunities for student learning through the use of technology, students are allowed to bring their own electronic communication devices to school for use within specified classes and/or for identified projects.

441.02 All information and guidelines for appropriate use contained in Policy 771- Electronic Communication Policy and in the Student Handbook, apply to the use of personally-owned devices.

441.03 Students are prohibited from using any personally owned electronic devices or electronic communication devices in locations where there is an expectation of privacy such as restrooms or locker rooms. Students are prohibited from using any personally-owned electronic communication devices where the device distracts others, or where it interferes with the operations of the school or classroom, including any rules established by District staff.

441.04 The District is not responsible for any cost associated with personally-owned electronic communication devices, such as accrued data charges, loss, theft, damages, repairs or misuse of any device.

441.05 District staff may examine personally-owned devices and search their content as permitted by state statute.

Legal Reference: Wis. Stats. 118.258

Adopted: August 27, 1990

Revised: April 26, 1999

June 11, 2007

April 8, 2013