

# LOGAN CITY SCHOOL DISTRICT ANNUAL EMPLOYEE ORIENTATION

## PRESENTATION #2

Team Effort Always Matters!

#teamlogan



The Board of Education and District Administration thank you for the service you provide to the students and patrons of our schools.



# District Mission

“Ensure all students leave our schools ready to create a positive future for themselves and their community.”



In order to support your success as an employee, this presentation outlines key policies and procedures related to the use of instructional technology, and the management of the physical and fiscal resources of the district.

If you have questions regarding a specific policy, please contact your building principal.



# TECHNOLOGY POLICIES

Department of technical services



# District Provided Communication Systems and Devices

Use of District provided communication systems and devices, including building and district level “announce” lists, are provided as a resource to District employees.

Inappropriate use of District provided communication systems includes the transmission of messages that:

- erode public trust in District employees or District organization
- are contrary to the interests of the District
- promote a specific professional association
- promote a specific political party or platform



# District Provided Communication Systems and Devices

- Use of District provided communication systems and devices that does not comply with these guidelines may be considered unacceptable use of District resources and addressed in accordance with District Policy *DMA Employee Responsible Use of Electronic Devices*





# Responsible Use of Technology

The use of District accounts and District information and communication systems is a privilege, not a right, and misuse will result in the restriction or cancellation of the privilege.

Misuse may also lead to disciplinary and/or legal action for employees including dismissal from District employment or criminal prosecution by government authorities.

Lost or stolen items due to neglect, deliberate damage, and/or incidental damage caused by neglect of District property require the completion of a damage report and may result in partial or full reimbursement to the District for losses resulting from a violation of this agreement.





# Responsible Use of Technology

“User” includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic information and communication systems (including individually assigned and network equipment) provided by the District regardless of the physical location of the user.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.



# Responsible Use of Technology

Employees and other users are required to follow District policies for information and communication systems.

By using the network, users have agreed to comply with District policies. If a user is uncertain about whether a particular use is responsible or appropriate, he or she should consult his or her supervisor.



# Responsible Use of Technology

The District reserves the right to take immediate action regarding activities...

- that create security and/or safety issues for the District, students, employees, schools, network or computer resources;
- that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose;
- are otherwise determined by the District as inappropriate.



# Unacceptable Use of the Computer Network or Internet

Activities determined by the district to be inappropriate include, but are not limited to:

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law
- Circumventing or attempting to circumvent the District's content filtering system(s);
- Obtaining and/or using anonymous email sites; spamming; spreading viruses
- Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes
- Using another's account password(s) or identifier(s) or interfering with other users' ability to access their account(s)
- Causing harm to others or damage to their property, such as:
  - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others.
  - Damaging computer equipment, files, data or information and communications equipment in any way
  - Accessing, transmitting or downloading large files in a way that will inhibit use or affect the performance of District information and communication systems



# Software Purchasing

Software and apps for individual use may be purchased and installed by users as long as they do not violate RUA expectations. They cannot inhibit the use of information and communication systems and they must comply with all aspects of district policy.

Software or apps for use with students or on the District network require prior approval by the technology department.



# BUSINESS AND RISK MANAGEMENT POLICIES

Business Administration





# Cash Handling

The Logan City School District polices and procedures governing the handling of funds include:

- All staff shall comply with all applicable state and federal laws and district policies and procedures for the handling of cash receipts
- District employees shall not open bank accounts or charge accounts, outside of the control of the District, for the receipting or expending of public funds associated with district-sponsored activities, including Venmo accounts
- All funds (cash, checks, credit cards, etc.) should be immediately receipted
- All receipting of funds should be done in an approved location through the financial secretary and secured at all times
- No receipting should take place in the classroom or in unapproved off-site locations
- Checks for school activities should not be made payable to an employee, a specific department, or a program
- School funds should never be comingled with an employee's personal funds





# Donations and Fundraising

Although the basic school program is funded through local tax dollars, fundraising activities may be allowed to support supplemental opportunities for students. All fundraising efforts must comply with the provisions in District policy and Utah state law. These provisions include:

- All fundraising efforts must be approved by the building Administration.
- Third party/online fundraising (i.e. GoFundMe, etc) is not permitted.
- All monies donated or raised must comply with cash receipting and cash disbursement policies.
- Elementary/middle school students are prohibited from going door to door.
- High School students may participate in one door to door fundraiser per sport, club or group.
- Direct or indirect compensations, prizes, rewards or commissions shall not be received by any district employee or volunteer involved with student fundraising.

**The District fundraising, cash receipting, and disbursement policies may be located on the District Webpage.**

**For further clarification, please contact the LCSD Foundation.**



# Procurement

During the normal performance of their duties, employees may be involved in the procurement process.

When involved in procurement, the following guidelines should be observed:

Educators may receive or accept from a potential or approved vendor...

- an occasional non-monetary gift having a value not in excess of \$50
- an award publicly presented in recognition of public services
- a bona fide loan made in the ordinary course of business
- a political campaign contribution



# Defensive Driver Training

Every employee who drives a District vehicle or is reimbursed for mileage must pass the State Defensive Driver Training course.

This training can be accessed at [risk.utah.gov](http://risk.utah.gov) (scroll down and click on “Utah Learning Portal” then click and watch the “Utah Learning Portal Tutorial”, which will walk you through the process of completing the training).

After completing the training, print a certificate of completion and deliver it to the building secretary. The building secretary will compile a list of approved drivers and forward it to the District office receptionist.



# Modification of Facilities

- Modifications to the physical facilities of the District (i.e. paint, millwork, flooring, light fixtures, etc) are generally not permitted
- Any exceptions to this norm must be approved in advance by the building administrator, building head custodian, and district facilities manager
- Windows, both in walls and doorways, may not be covered except by window coverings that have been approved by the district administration
- Fixed technology may only be installed and moved by approved district personnel, after approval by the building or district administration
- Procedures for requesting modifications to district facilities are described in district policy **CED Modification of Physical Facilities**



# Financial Policy training

Monies that support public education are public funds. The following policies and procedures exist to ensure that the handling of those funds promotes both the public trust and the effective management of the funds.

Secretaries, coaches and principals receive annual training on these policies and procedures.





# Teacher Supply Funds

- Legislative Teacher Supply funds are managed through the ClassWallet program. Teachers should have received an email from ClassWallet in their district inbox. Please read the email and it will direct you in setting up your account to access the funds.
- These funds are designated by the state of Utah for field trips, teaching supplies, and teaching materials, which may be both consumable and non-consumable items that are used for educational purposes by teachers in classroom activities.



# Teacher Supply Funds

- Teachers will have two options to use these teacher supply funds:
  - Online spending through ClassWallet vendors
  - Reimbursement through direct deposit.
- Directions for each of these options are in the email sent from ClassWallet. The email includes links to videos and tutorials to guide teachers through the use of the program.
- Requests for reimbursement for expenditures that do not reflect the state's criteria for these funds may be denied.
- If you have additional questions, please contact Tracy Johnson at [tracy.johnson@loganschools.org](mailto:tracy.johnson@loganschools.org) or call 435-755-2300.





# Private, but Public Education-Related Activities

District employees may participate in a private, but public education-related activity if the activity is separate and distinct from their school employment, and does not interfere with the performance of the employee's job.

Public education related activities include, but are not limited to:

- tutoring
- lessons
- clinics
- camps
- travel opportunities



# Promoting Private Services or Activities

When promoting private services and/or activities, an educator may:

- Offer public education-related services, programs, or activities to students provided they are not advertised or promoted during school time and consistent with district policy
- Discuss the private activity/service with students or parents only outside of the classroom and the regular school day
- Use directories that are available to the general public to identify prospective clients such as high school phone directories distributed or made available to the public
- Use student or school publications in which commercial advertising is allowed to advertise and promote the private activity/services



# Promoting Private Services or Activities

When promoting private services and/or activities, an educator may not:

- Contact students at school
- Use education records or information obtained through employment with the District unless the records or information have been made available to the general public
- Use school time and/or materials to promote, discuss, or prepare for the private activity/service
- State or imply that participation in a private activity/service is required for any school program
- Give or withhold credit based on participation in the private activity/service, including but not limited to clinics, camps, private programs or travel activities that are not equally and freely available to all students
- Use school property, a facility, or equipment for personal enrichment, commercial gain, or for personal uses without express permission from their building administrator.
- Promote an athletic camp, summer league, travel opportunity, or other outside instructional opportunity from which the educator receives personal remuneration and that involves students in the educator's school system, unless approved in writing by the superintendent.



# Advertising Private Services/activities

Advertising of private services/activities must comply with provisions in State law and District policy. These include:

- Advertisements may not use the school district's name
- Advertisements must state that activity is not sponsored by the school district

The employee must give a copy of any contract with activity sponsors to their direct supervisor or the Superintendent's office.



# Bloodborne Pathogens

- All blood or other bodily fluids shall be handled as if contaminated by a blood borne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials
- To limit exposure, use standard precautions such as:
  - Practice good hand washing
  - Use personal protective equipment (*gloves, band-aids, antiseptic wipes, etc*)
  - Do not recap needles
  - Place broken glass and needles in a SHARPS container
  - Clean and decontaminate work surfaces and equipment using appropriate disinfectant available through your building custodian
  - Do not eat, drink, apply cosmetics, or insert *contact lenses where exposures may occur.*



# Bloodborne Pathogens

- Primary cleanup of blood-borne pathogens should be done by trained custodial staff
- The contaminated area should be secured until cleanup has been completed
- If you are exposed to potentially infected bodily substances, contact your supervisor immediately to communicate with the District Risk Management coordinator











# THANK YOU!

Please contact your Principal with any questions you may have regarding these or other policies.

