

SCHOOL PROPERTY

Sec. 1. IDEA GREATER CINCINNATI, INC. PROPERTY GENERALLY

The Board of IDEA Greater Cincinnati, Inc. shall be the final authority for authorizing the use of Public Property and assets (both real/personal property, personnel and other assets). IDEA Greater Cincinnati, Inc. shall not authorize use or application of public property inconsistent with this policy or applicable law.

Sec. 2. PUBLIC PROPERTY DEFINED

An interest in real estate or personal property acquired, improved, or maintained using state funds that were received by IDEA Greater Cincinnati, Inc. is public property for purposes under state law. The date on which the property was acquired, improved, or maintained is not determinative.. Where the property is acquired with federal funds, federal law may preempt this policy and state law in whole or part.

Sec. 3. FIDUCIARY RESPONSIBILITIES

Public property may be used only implementing a program described in IDEA Greater Cincinnati, Inc.' sponsor contract and only to implement a program that is described in the sponsor contract and is consistent with law and Rule.

Notwithstanding the delegation of authority, the Board and officers of IDEA Greater Cincinnati, Inc. shall remain fully responsible to authorize all uses and applications of public property and to enforce this policy.

Sec. 4. PERSONAL USE OF PUBLIC PROPERTY, PUBLIC TIME AND PUBLIC RESOURCES

Employees shall use IDEA Greater Cincinnati, Inc. public property, time and resources (including personnel time paid for with public funds) only for purposes described in the IDEA Greater Cincinnati, Inc. sponsor contract, in direct support of the School, in the best interest of students, or authorized by applicable law.

Employees may, however, use local telephone service, IDEA Greater Cincinnati, Inc.-issued cellular phones, electronic mail, Internet connections, and similar property for incidental personal use, provided that such personal use does not, as determined by the Business Office, impede school functions or result in direct cost(s) paid with state funds. Should employee use result in direct cost paid with state funds, the Business Office shall require the employee incurring the cost(s) to reimburse IDEA Greater Cincinnati, Inc. for such cost(s) within five business days of having incurred the cost(s).

Only incidental amounts of employee time, comparable to a five–seven minute coffee break

during each day, may be used by employees for such personal matters. The Board, an officer or director of IDEA Greater Cincinnati, Inc. (assistant principal or higher up through CEO/Superintendent) shall not use subordinates or direct-reports or any other employee to conduct personal work or attend to personal matters on behalf of any officer or director.

This policy does not authorize incidental personal use of public property or public employees for private commercial or other personal/individual purposes. Any such incidental use of public property is a privilege not a right, and the IDEA Greater Cincinnati, Inc. through its administration (or Board) may remove or rescind such privilege from time to time on a case-by-case basis for any employee, or all employees.

a) Use of Cellular Telephones and Other Wireless Technologies

The Board recognizes that the use of cellular telephones and other wireless devices (*i.e.*, smartphones, Blackberries, tablets, wifi- or cellular data-enabled devices, broadband access devices, pagers/beepers, personal digital assistants (PDAs or Palm Pilots), mobile “hotspots,” etc.) (“Wireless Communication Devices,” “Device,” or “Devices”) have become routine in daily life. Wireless Communication Devices may also serve to support the efficient and effective operations of the School. All administrators, teachers, and staff shall be permitted to possess personally-owned Wireless Communication Devices at the School at their own expense.

Due to the nature of some positions and job duties of certain employees, the Board may determine that possession and use of a Device by select employees is essential to the proper functioning of the School. Where the Board finds that an employee’s possession and use of a Device is necessary, the Board may either: (1) provide the employee with a Board-owned Device for the employee’s work-related use, or (2) provide the employee with a monthly allowance of up to a set dollar amount, as established by the Board, to be used for expenses related to the possession and use of a personally-owned Device.

Board-Owned Wireless Communication Devices

Devices provided by the Board are intended to be tools for conducting School business and enhancing business efficiencies. Use of Board-owned Devices is not intended to give a personal benefit to any employee. Employees shall not use Board-owned Devices as their primary means to make phone calls, send text messages or emails, or otherwise communicate, unless the use of the Device constitutes the most cost-effective means to conduct School business. When a less costly alternative method of communication is safe, convenient, and readily available, the employee shall utilize that method of communication.

The Principal shall regularly ensure the following:

- A. The need for each Board-owned Device and corresponding service account is clearly justified for School business purposes;
- B. Alternative solutions for work production and communication have been considered;

- C. Employees provided with Devices and service understand the purpose and limitations of usage;
- D. Wireless Communication Device service account invoices outlining the details of usage are received and reviewed for conformance with this policy;
- E. Employees reimburse the Board for non-business use of Board-owned Devices; and
- F. Use of a Board-owned Device service account is terminated when no longer justified by business requirements, when the Employee leaves employment, and/or when the Employee has demonstrated a disregard for School policies.

Board-owned Wireless Communication Devices may be used for the following:

- A. To make phone calls, send text messages or emails, or otherwise communicate in emergency situations; and
- B. To place calls, send text messages or emails, or otherwise communicate with the administration, other employees, or parents concerning classroom or school-based activities.

Wireless Communication Device service accounts are expected to be set at the minimum service level that fulfills the business needs for the position in question. If the cellular telephone contract is based on minutes used, a minimal plan shall be utilized. In other words, the smallest plan available to accommodate the particular business need shall be utilized. If the Device is wifi- or cellular data-enabled or is a broadband access device, the contract that is selected for an employee should provide for only the necessary amount of cellular data or broadband access as is necessary to meet business needs. The Wireless Communication Device contract that is selected for an employee should be the one that provides a combination of services, including but not limited to the number of minutes/ talk time, cellular coverage, and local call zone most nearly matching the employee's recurring business needs.

Possessing a Board-owned Device is a privilege and all employees are expected to use the devices appropriately and responsibly. Employees are responsible for managing the cost-effectiveness of Devices by utilizing assigned landlines, accessing wifi, and using desktop hardware where such secure, appropriate, and available alternatives exist. Employees should be aware that excessive use of Devices capable of using cellular data or accessing broadband services may result in overage charges and temporary suspension of the use of cellular data or broadband service.

Employees must safeguard any Board-owned Device in their possession. Reasonable precautions should be made to prevent equipment loss, damage, theft, and vandalism. The Board reserves the right to audit all Board-owned Devices and their use. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the Device for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (e.g., twenty-four (24) hours) may be expected to bear

the cost of a replacement device. Staff who leave employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Personally-Owned Wireless Communication Devices Reimbursed by the School

The Board may elect to reimburse the Principal or other designated employees for additional charges incurred as a result of the use of a personal Device for the purpose of conducting School business. Employees designated for reimbursement shall provide the Principal with their cellular telephone numbers, if the reimbursement is for costs associated with cellular telephone service, so that the employees may be contacted as the need arises.

Reimbursements received by employees may be considered additional compensation for income tax purposes. For individual determinations of tax liability, employees should speak with a personal tax advisor.

Responsible Use of Wireless Communication Devices

Except in the event of an emergency, use of Devices will not be permitted during periods of instruction or supervision of students, unless use of the Device is instrumental to the lesson. All Devices shall be kept on “silent” at all times during periods of instruction and supervision of Students, unless the employee is directed or permitted by the Principal or his/her designee to act otherwise. Employees may use personally-owned Devices for personal uses, such as to make personal calls, but use is limited to employee break periods and lunch period. It is the responsibility of employees to ensure that friends and family members are aware of the Board’s policy.

Employees are expected to use discretion in using personal Devices while at work, and all calls, emails, text messages, or other communication made on School property, even personal communications, should be professional and appropriate for an educational environment.

Safety is a priority of the Board, and responsible use of Devices includes safe use. Employees are discouraged from using Devices at all times while driving. Employees are prohibited from text messaging and emailing while driving any School owned or rented vehicle, any government owned vehicle, or while driving any privately owned vehicle when on official School business or when performing any work on behalf of the government or School. Staff should plan to make all calls, send text messages and emails, or engage in other communications either prior to traveling or while on rest breaks.

When a Device is equipped with an internal security mechanism, such as a “lock”, “passcode,” or “password” feature, employees must utilize such internal security mechanism to protect the contents of the Device from unauthorized access. Employees shall also be responsible for safeguarding personally-owned Devices and should be aware at all times of the location and accessibility of the Device to unauthorized users. Employees are responsible for any intrusion into an “unlocked” or unprotected Device.

Even when Devices are “locked,” the Devices and the data stored therein are not absolutely

secure. Employees should use discretion in relaying confidential information, particularly confidential information relating to Students, through the use of Devices. Except in the event of an emergency, Employees shall not record, capture, or transmit any audio, video, or photographic images of any Student during School hours, on School grounds, or during a School-sponsored event, without the express permission and prior notice of the Student's parent. Additionally, Employees should be aware that all recorded wireless communications, including emails, text messages, calls, or other communications made or received using a Device that serve to document the function of the School may constitute public records subject to inspection.

Devices containing a built-in camera or video recorder are prohibited from use in locker rooms, bathrooms, swimming pools, or other areas where it is reasonably anticipated that individuals may be in various stages of undress.

If deemed necessary, the Principal shall prepare the necessary administrative guidelines for the implementation of this policy. Violation of this policy or any adopted administrative guidelines may constitute just cause for disciplinary action up to and including termination.

Sec. 5. USE OF PUBLIC PROPERTY REAL ESTATE FOR CHARTER AND NON-CHARTER ACTIVITIES

Joint use of IDEA Greater Cincinnati, Inc.'s public real property for charter and non-charter activities shall be approved by separate vote and recorded in the minutes of the meeting of the Board of IDEA Greater Cincinnati, Inc., setting forth the methodology to be used to allocate shared costs and the percentage allocation basis between charter and non-charter activities. Any such proration use shall be defined in a lease agreement.

Sec. 6. CONTRACT FOR USE OF PUBLIC PROPERTY

IDEA Greater Cincinnati, Inc. may contract for the use of its property for the purpose of providing goods or services under the contract, if such use is an express contract term, factored into the price of the contract, and the contract is one that is authorized by the Board.

a) Approval of Management by Management Company

The Board is authorized to approve of independent management of the School and the term of any Management Company contract, if any.

The Board is responsible for determining the success of any Management Company hired by it, in meeting the goals established by the Board. The Board, in formulating its position with regard to the performance of the Management Company, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

The Management Company, if any, shall strive to achieve Board goals for students by providing educational direction and supervision to the Staff and by acting as a proper model for Staff and students both in the School and outside the School.

The Management Company, if any, shall be directly responsible to the Governing Authority for the performance of all of the responsibilities outlined in any Management Contract.

Sec. 7. RETURN OF IDEA GREATER CINCINNATI, INC. PROPERTY

Upon separation of employment or cessation of volunteer services, or upon the request of IDEA Greater Cincinnati, Inc., an individual will return to IDEA Greater Cincinnati, Inc. all such materials, including copies thereof, in the individual's possession or under the individual's control. Such materials will be returned within 24 hours of notice of separation or upon request.

The cost of repairing or replacing any supplies, materials, or equipment belonging to IDEA Greater Cincinnati, Inc., or other property that is damaged (other than normal wear and tear), stolen, or lost by an employee or that is not returned to IDEA Greater Cincinnati, Inc. upon separation of employment may be deducted from the employee's wages, so long as the deduction does not take the employee's pay below minimum wage or, if the employee is a salaried employee, reduce the salary below its predetermined amount and so long as the employee has signed an appropriate wage deduction authorization form.

Any materials created by officers or staff members for use by IDEA Greater Cincinnati, Inc. or created on IDEA Greater Cincinnati, Inc.' time, or produced using the staff or resources of IDEA Greater Cincinnati, Inc. are considered works-for-hire and all intellectual property rights are vested exclusively in IDEA Greater Cincinnati, Inc..