

782 Springdale Drive, Exton, Pennsylvania 19341 • Phone: 484-266-1000 • www.wcasd.net

Dear Senior Tax Reduction Incentive Volunteer Exchange Program Applicant:

Thank you for your interest in participating in the West Chester Area School District Senior Tax Reduction Incentive Volunteer Exchange Program. In return for your volunteer services, you will be entitled to a rebate of property taxes in accordance with the Senior Tax Reduction Incentive Volunteer Exchange Program guidelines.

Enclosed please find:

- Senior Tax Reduction Incentive Volunteer Exchange Program Application
- WCASD Policy 104 Discrimination/Title IX Sexual Harassment affecting Staff
- WCASD Policy 352 & 352AG3 Non-Employee Internet Policy Form
- WCASD Policy 815.4 Use of Personal Technology and Electronic Devices
- Sign off - District Policy Review
- WCASD Emergency Medical Card
- Program Guidelines & Monthly Volunteer Log
- Map of District Buildings

In order to process your application, we must have:

- Your completed application (be sure all information is provided including Tax Parcel Number)
- A copy of your Social Security card
- A current Act 34 - Pennsylvania Criminal Record Check
- A current Act 151 - Pennsylvania Child Abuse History Clearance
- A current Act 114 - Federal Criminal History Check
- Completed and Signed District Policy Review and Form 352AG3
- Completed WCASD Emergency Medical Card
- Results from Tuberculin Test taken within the past year (from your private physician)

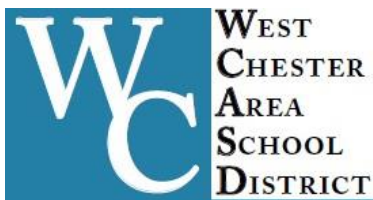
Applicants interested in this program must call the Human Resources Department at 484-266-1007 to request a packet of information. Please call if you have any questions or need assistance with any of the forms listed above.

ALL BACKGROUND CHECKS ARE GOOD FOR ONE YEAR FROM THE DATE OF ISSUE.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Ulmer'.

Jeffrey G. Ulmer
Director of Human Resources



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APPLICATION FOR SENIOR TAX REDUCTION INCENTIVE
VOLUNTEER EXCHANGE PROGRAM

Senior Tax Reduction Incentive Volunteer		
Position Applying for:	Exchange Program	Date you can start: _____
<p>In order to participate in the Senior Tax Reduction Incentive Volunteer Exchange Program you must be at least 60 years of age by December 31 of the year in which you volunteer.</p> <p style="text-align: center;">Do you meet this requirement? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

PERSONAL DATA

(Type or print in ink)

Name in Full: (Last Name First) _____	Social Security # _____
Street Address: _____	Cell/Home Phone # _____
City, State, Zip _____	
Last Previous Address: _____	
<small>Tax Parcel Number: (MUST BE INCLUDED): We must have the tax parcel number to apply proper rebate. If you cannot obtain the tax parcel number from your tax bill, please call 484.266.1034.</small>	
Tax Parcel # _____	
Please list your skills, previous job background, hobbies, or interests: _____	

REFERENCES

Please list (3) references below:			
Full Name	Business	Complete Address	Cell/Home/Business Phone
1.			
2.			
3.			

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses and for each conviction provide data of conviction and disposition regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo con-tendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence, or probation.

You may omit minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently under charges for a criminal offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever forfeited bond or collateral in connection with a criminal offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

NOTE: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet and include your social security number.

ACT 34 COMPLIANCE (PA State Criminal Record Check)

Each Pennsylvania resident must submit with his/her application a copy of a report of Criminal History Record information from the Pennsylvania State Police or a statement from the Pennsylvania State Policy that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to start.

ACT 151 (Pennsylvania Child Abuse History Clearance)

Each volunteer must submit with his/her application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to start.

ACT 114 (Federal Criminal History Check)

Each resident must submit with his/her application an original copy of the FBI results or a copy of the registration receipt clearly showing the Registration/TCN number. The clearance must be no more than one (1) year old. The resident MUST submit the FBI information prior to start.

Please check YES or NO to the following statement:

I choose to donate my rebate to the West Chester Area School District. YES ☐ NO ☐

I authorize investigation of all matters contained in this application and agree that if, in the judgement of the District any misrepresentation has been made by me herein or the results are not satisfactory, any offer of volunteering made by the District may be terminated immediately without any obligation or liability to me other than for tax rebate at the rate agreed upon for volunteer services rendered.

Signature _____ Date _____

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	Active
Adopted	August 1, 2015
Last Revised	November 22, 2021
Prior Revised Dates	3/25/2019; 9/29/2020

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related administrative guidelines be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form (104AG1) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant administrative guidelines followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in 104AG2, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in 104AG3, or other Board policies.

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in 104AG3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the administrative guidelines and the district's legal and investigative obligations.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[16\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory or harassing conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [\[15\]](#)[\[18\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[18\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[18\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Mutual restrictions on contact between the parties.
4. Changes in work locations.
5. Leaves of absence.
6. Increased security.

7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.
10. Modifications of work or class schedules.
11. Campus escort services.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[18\]](#).

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

- a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[19\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[19\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[20\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[19\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[14\]](#)[\[15\]](#)[\[18\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer and the Director of Equity and Assessment or designee as the Title IX Coordinator. [\[21\]](#)

The Compliance Officer can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341
Email: complianceofficer@wcasd.net
Phone: 484-266-1006

The Title IX Coordinator can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341
Email: titleIXcoordinator@wcasd.net
Phone: 484-266-1201

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions, and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify, and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Administrative Guideline 104AG2.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 104AG3.

Other Reports

Any reports reviewed by the Title IX Coordinator which do not meet the definition of Title IX sexual harassment or discrimination of a protected class, will be processed under the relevant Board policy.

Right to an Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Legal

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 806
24. Pol. 317.1
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
- EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
- EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
- Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
- Pol. 252
- Pol. 320
- Pol. 352

Book	Policy Manual
Section	300 Employees
Title	Staff Acceptable Use of Internet, Computers and Network Resources
Code	352
Status	Active
Adopted	August 1, 2015
Last Revised	September 27, 2021
Prior Revised Dates	3/26/2018

Purpose

Digital technology has radically changed the way the world communicates and accesses information. The Internet and mobile telecommunications represent powerful educational and productivity resources unlike anything that has preceded them.

The district provides staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For all users, the district-provided computers, Internet and other network resources including accounts and technology licensed by the district must be used for district business or academic purposes.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

Child pornography - under federal law, child pornography is defined as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under state law, **child pornography** is defined as any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[2\]](#)

Harmful to minors - under federal law, harmful to minors is defined as any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Under state law, **harmful to minors** is defined as any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Incidental personal use - use of the district's computers, Internet and other network resources by an employee for occasional, personal research and communications.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources, as well as accounts and technology licensed by the district. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. [\[6\]](#)

The purpose of the Acceptable Use Policy is to provide information, not to exclude anyone. However, the district reserves the right to prioritize the use of systems and does not intend to create a First

Amendment forum for free expression purposes.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The district may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]](#)[\[4\]](#)[\[7\]](#)

Upon request by staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software for specific websites to enable access to material that is blocked through technology protection measures but is not prohibited by this policy for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering is denied, the requesting staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[8\]](#)

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff and other users about this policy through employee handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to a staff member, upon written request.[\[7\]](#)

Users of district networks or district-owned equipment shall read and understand the provisions of this policy, and be aware that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[3\]](#)[\[4\]](#)[\[9\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for staff to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by minors, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of staff.

The Superintendent or designee shall develop and implement administrative guidelines that ensure that staff members are educated on network etiquette and safe and appropriate online behavior, including:

[4]

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response. [10][11]

Education will be provided through such means as professional development, the district website, and other materials.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Incidental Personal Use

Incidental personal use shall be permitted for employees, as defined in this policy. Personal use must comply with this policy and all other applicable policies, procedures and rules, as well as ISP, local, state and federal laws, and may not interfere with the employee's job duties and performance, with the system operations, or with other system users.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following: [4][9]

1. Control of access by students to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of students' access to materials harmful to them.

Prohibitions

Staff members are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying. [10][11]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[12]
9. Access by students to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [13]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Staff members shall not reveal their passwords to another individual.
2. Staff members are not to use a computer that has been logged in under another user's name.
3. Any staff member identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Staff members will participate in periodic network security awareness training

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[13][14]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative guidelines.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

Staff members shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[7]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for conduct and communications apply when using the Internet, in addition to the stipulations of this policy. All network users are responsible for complying with all applicable Board policies, administrative guidelines and regulations, and federal, state and local law while utilizing district equipment, network resources and Internet.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [6]

Guest Accounts

Guests, which include, but are not limited to, independent contractors and adult education instructors, may receive an individual account with the approval of the Superintendent or designee, if there is a specific, district-related purpose requiring such access. Use of the CIS systems by a guest shall be specifically limited to the district-related purpose. A signed written agreement will be required prior to access being provided and parent/guardian signature will be required if the guest is a minor.

An open guest network with filtered access to the Internet, but no other network services, may be maintained at the discretion of the Superintendent or designee. Persons accessing the Internet through the open guest network do so at their own risk. The district assumes no responsibility for any damage to the guest's device or charges incurred resulting from connectivity. Guests using the open network agree to all applicable provisions of this policy and other applicable district policies.

Access to all data on, taken from, or compiled using any part of the district's network is subject to inspection and discipline or legal action by the district. District information placed on users' personal computers, networks, Internet, and electronic communications systems is subject to access by the district. The district reserves the right to legally access users' personal equipment for district information. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization; maintain usage logs; and monitor online activity.

Legal

1. [18 U.S.C. 2256](#)
2. [18 Pa. C.S.A. 6312](#)
3. [20 U.S.C. 7131](#)
4. [47 U.S.C. 254](#)
5. [18 Pa. C.S.A. 5903](#)
6. [Pol. 317](#)
7. [24 P.S. 4604](#)
8. [24 P.S. 4610](#)
9. [47 CFR 54.520](#)
10. [24 P.S. 1303.1-A](#)
11. [Pol. 249](#)
12. [Pol. 237](#)
13. [Pol. 814](#)
14. [17 U.S.C. 101 et seq](#)
- [24 P.S. 4601 et seq](#)
- [18 Pa. C.S.A. 2709](#)
- [Pol. 103](#)
- [Pol. 103.1](#)
- [Pol. 104](#)
- [Pol. 218](#)
- [Pol. 218.2](#)
- [Pol. 220](#)
- [Pol. 233](#)
- [Pol. 815.1](#)
- [Pol. 815.2](#)
- [Pol. 815.3](#)
- [Pol. 815.4](#)

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

ADOPTED: 8-1-2015

REVISED:

352AG3 Non-Employee Certification Administrative Guidelines

I HAVE READ AND UNDERSTOOD WCASD BOARD POLICY 352 ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES AND AGREE TO ABIDE BY THIS POLICY.

Signature: _____

Date: _____

Complete the following:

Print name: _____

Non-WCASD Authorized Organization Affiliation: _____

Address: _____

Phone number: _____

Position or reason for needing network access/equipment:

School/building: _____

Time period using WCASD resources: _____

WCASD Administrator Signature: _____

Print name of WCASD Administrator: _____

Book	Policy Manual
Section	800 Operations
Title	Employee Use of Personal Technology/Electronic Devices
Code	815.4
Status	Active
Adopted	August 1, 2015
Last Reviewed	July 27, 2015

Purpose

In consideration of the recent proliferation and extensive utilization of personal technology devices, the district recognizes the need to establish guidelines for the use of such so as not to disrupt the primary function of the schools.

Definitions

Personal technology devices (personal technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the district. These include, but are not limited to, such devices as:

1. Cellular telephones and smartphones.
2. Handheld, tablet, and laptop computers.
3. Digital music players, including without limitation iPods and MP3 players.
4. Digital and video cameras.

Network shall be defined as the group of interconnected computers systems, both wired and wireless, owned and used by the district in order to share analog and digital information, both voice and data, and access technology and the Internet.

Guidelines

The district will monitor the use of all personal technology and, if connected to the network, monitor and log network utilization which may include deep packet inspection. The district reserves the right, in its sole discretion, to inspect, copy, store, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the network or the Internet.

In addition, the use of personal technology shall not violate local, state, or federal law, district policies including policies regarding Internet safety and acceptable use or discipline.[1][2]

Devices With Cellular or Satellite Connectivity

1. Use of devices with cellular or satellite connectivity shall follow all district policies and shall not be used in a manner that causes a disruption of school activities. Incidental use for personal communications is permitted; however, such personal use may not violate any district policies and procedures or interfere with job duties and performance.[1][2]
2. Personal technology that has the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while an employee is engaged in district-sponsored activities, unless expressly authorized in advance by the building principal or his/her designee.

Devices Without Cellular or Satellite Connectivity Such as Laptop, Tablet, and Handheld Computers

Personal technology without cellular or satellite connectivity, such as laptop, tablet, and handheld computers brought to school shall be restricted to classroom or instructional-related activities. Personal technology can be connected to the district's network, including access to the Internet, under the following conditions:

1. The employee must follow the process defined by the Department of Technology for connecting personal technology to the district network and will not transfer or load the technology for use by another employee or student.
2. A Bring Your Own Technology Agreement must be filled out annually and returned to the Office of Technology prior to accessing the network or Internet. Personal technology discovered on the district network without a completed form may be confiscated by building administration or the Office of Technology.
3. The district retains the right to determine where and when personal technology may access the network. The district has preferred access to the network and all network devices.
4. As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the network.
5. Software residing on personal technology must be personally owned or currently licensed. The employee must be able to provide evidence of proper licensing for all software installed on the personal technology when requested.
6. District-owned software or resources may not be installed on personal technology, unless designated by the Office of Technology, without written permission from the district.
7. Any software or application that degrades network performance, that consumes resources and/or bandwidth, or that is prohibited by district technology guidelines must not be used while connected to the network. This may include instant messaging, ISP clients, file sharing, streaming applications, and any software identified as a threat to district computer security.
8. Installation of a network device such as a personal wireless access point, router, hub or switch is prohibited.
9. Users may not create, implement or host their own servers or services while using personal technology at any time.
10. Users may not run software or take any actions that evade or interfere with the district's ability to monitor network use, scanning or reconnaissance or have the ability to hack into or in any way access private and/or confidential district or other third party resources or information.
11. File storage on the network or district-provided Internet resource is limited to schoolwork only.
12. The district is not responsible for providing or loaning any equipment, cabling, or software needed to connect to the network or technology resources. The district will provide no technical support

for personal technology.

13. The Director of Information Technology, Superintendent, or his/her designee has the right to deny the connection of personal technology to the network. Personal technology may be removed from the district network at any time or for any reason on the recommendation of personnel listed above.

Delegation of Responsibility

The district shall not be liable for the loss, damage, or misuse of any personal technology brought to school by an employee or to the inadvertent loss of data or interference with files for any reason.

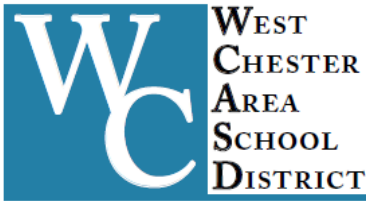
The user of personal technology shall, at the discretion of the district, bear the costs of ensuring compliance with this policy.

Responsibility for the maintenance and repair of personal technology rests solely with the employee, except where specified in writing by the Office of Technology.

Violations of this policy by an employee may result in disciplinary action and confiscation and analysis of personal technology by school administration or his/her designee and/or transfer of personal technology to law enforcement agencies.[1]

The Office of Technology will promulgate procedures regarding the implementation of this policy. The district and school administration will support the expectations and responsibilities outlined in this policy and will work cooperatively with the Office of Technology to ensure network and data security.

Legal	1. Pol. 317
	2. Pol. 352
	24 P.S. 510
	Pol. 000
	Pol. 717
	Pol. 815.1
	Pol. 815.2



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Senior Tax Reduction Incentive Volunteer Exchange Program

I have reviewed and understand the following West Chester Area School District's Board Policies:

- Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff
- Policy 352 Internet, Computers, and Network Resources Acceptable Use and Policy 352AG3 Non-Employee Acceptable Use of Internet Form (attached)
- Policy 851.4 Use of Personal Technology and Electronic Devices

I understand that the contents of these policies are my responsibility to abide by and follow as a participant in West Chester Area School District's Senior Tax Reduction Incentive Volunteer Exchange Program

Printed _____

Name: _____

Signature: _____

Date: _____

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

ADOPTED: 8-1-2015

REVISED:

352AG3 Non-Employee Certification Administrative Guidelines

I HAVE READ AND UNDERSTOOD WCASD BOARD POLICY 352 ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES AND AGREE TO ABIDE BY THIS POLICY.

Signature: _____

Date: _____

Complete the following:

Print name: _____

Non-WCASD Authorized Organization Affiliation: _____

Address: _____

Phone number: _____

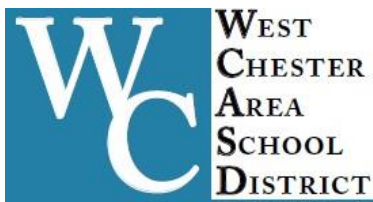
Position or reason for needing network access/equipment:

School/building: _____

Time period using WCASD resources: _____

WCASD Administrator Signature: _____

Print name of WCASD Administrator: _____



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VOLUNTEER EMERGENCY INFORMATION
Senior Tax Reduction Incentive Volunteer Exchange Program
(CONFIDENTIAL FILE)

Name: _____

Birthdate: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Physician: _____ Physician Phone: _____

Hospital: _____

EMERGENCY CONTACTS: *(Please include cell phone numbers)*

Spouse/Nearest of Kin: _____

Phone: _____ Alternative Phone: _____

Friend/Neighbor: _____

Phone: _____ Alternative Phone: _____

Known Medical Conditions/Medications: _____

Allergies: _____

Special Instructions: _____

Signature: _____ Date: _____



West Chester Area School District

Senior Tax Reduction Incentive Volunteer Exchange Program

The West Chester Area School District offers a Senior Citizen Tax Rebate Community Service Program designed to assist Senior Citizens with the burden of Real Estate Taxes. Seniors may volunteer their services through this program. In return for their services, senior citizens may be entitled to a rebate of property taxes in accordance with the following guidelines.

Tax Credit Guidelines:

- Open to Senior Citizens who are residents of the West Chester Area School District
- Minimum age limit to qualify for the tax rebate is 60 by December 31 of the year in which you are volunteering service.
- Tax rebates apply only to the property owned by the person volunteering service
- Property tax rebates will be made at the rate of \$8.00 per volunteered hour
- The maximum rebate allowed per household is \$560.00. This is based on 70 hours of volunteered service per household.
- Volunteers may opt to donate the credit to the School District (option on the application)
- Participants may volunteer in excess of 70 hours per year. However, the maximum real estate tax credit is \$560.00 or amount of property taxes, whichever is less.
Rebate amount cannot exceed actual amount of taxes paid.

Business Office Procedures:

- Volunteers must record their time on the monthly volunteer log (See Appendix Form H). 290.08
- A separate monthly volunteer log must be kept for each volunteer at each building location if duties are performed at more than one location.
- District Administrators must approve the monthly volunteer logs at the end of each month and forward them to the volunteer coordinator by the 3rd business day of the following month.
- Upon receipt of the monthly logs, the volunteer coordinator will enter the hours on a spreadsheet by volunteer name for tracking purposes.

West Chester Area School District
Senior Tax Reduction Incentive Volunteer Exchange Program

- In January of each year, the volunteer coordinator will confirm with the volunteer the total number of hours of service for the year.
- No later than January 15th of each year, the volunteer coordinator will provide the real estate tax department with the list of volunteers from the previous year. The list will include the volunteers' name, home address, parcel number and number of hours of service volunteered for the year.
- The tax department will verify that the real estate tax bill for the volunteers' address was paid.
- After the tax payment has been verified, the tax department will issue a request for payment to the Accounts Payable Department.
- The Accounts Payable Department will process tax rebates by the end of February and mail them to the volunteer.

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Source: WCASD Business Office Manual – pg. 260.1



## WEST CHESTER AREA SCHOOL DISTRICT

Spellman Education Center, 782 Springdale Drive, Exton, PA 19341  
Phone: 484-266-1000 • Fax: 484-266-1175 • www.wcasd.net

245.2.1

### Senior Tax Reduction Incentive Volunteer Exchange Program

Month of \_\_\_\_\_, 20\_\_\_\_

Volunteer Name: \_\_\_\_\_

Volunteer Address: \_\_\_\_\_

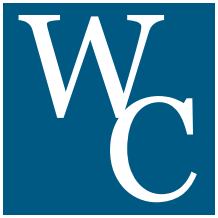
| Date | Time In | Time Out | Total Hours |
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I attest that the above information is accurate.

Signature of Volunteer: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

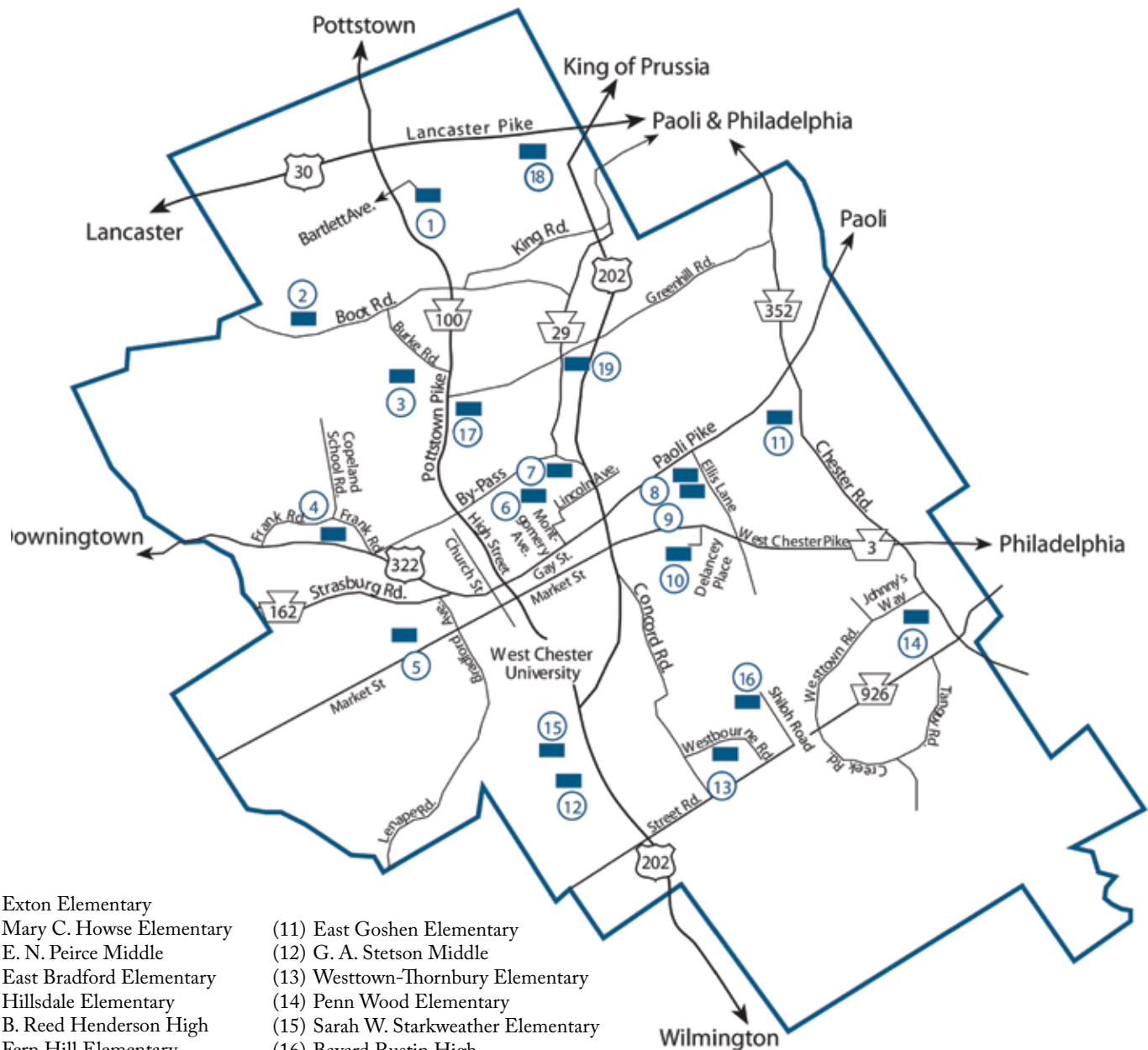


# SITE MAP

West Chester Area School District, 782 Springdale Drive, Exton, PA 19341

Telephone: 484-266-1000 • Fax: 484-266-1175 • Website: [www.wcasd.net](http://www.wcasd.net)

Facebook: [facebook.com/WestChesterAreaSchoolDistrict](https://www.facebook.com/WestChesterAreaSchoolDistrict) Twitter: @WestChesterASD



- |                              |                                       |
|------------------------------|---------------------------------------|
| (1) Exton Elementary         | (11) East Goshen Elementary           |
| (2) Mary C. Howse Elementary | (12) G. A. Stetson Middle             |
| (3) E. N. Peirce Middle      | (13) Westtown-Thornbury Elementary    |
| (4) East Bradford Elementary | (14) Penn Wood Elementary             |
| (5) Hillsdale Elementary     | (15) Sarah W. Starkweather Elementary |
| (6) B. Reed Henderson High   | (16) Bayard Rustin High               |
| (7) Fern Hill Elementary     | (17) Greystone Elementary             |
| (8) J. R. Fugett Middle      | (18) Spellman Administration Offices  |
| (9) East High                | (19) Facilities & Operations          |
| (10) Glen Acres Elementary   |                                       |