

I hope that you enjoyed the presentation on Friday, March 2, 2018 on cyber-security and technology issues. I am providing you with the slides, research paper, and comprehensive inspection policies for your employee and student handbooks. These policies come from our model employee handbook and model student handbook. We regularly work with schools to update their handbooks to ensure that they have the most current policies to address the challenges in today's educational environment. If you would like more information on our services, please contact me.

Inspection Policy (Employee Handbook)

Please use good judgment in what you bring onto the School premises. The School is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

In order to protect the safety and property of employees, students, and parents, the School reserves the right to inspect all areas on campus, school buses, and employees' personal property, including lockers, tool boxes, desks, purses, briefcases, packages, computers, electronic devices, cabinets and vehicles brought onto school property, school buses, or to school sponsored-events. Inspection of electronic devices includes inspection of all types of devices (computers, laptops, iPhones, iPads, Blackberries, cameras, etc.) and the contents, such as emails, texts, photos, images, documents, and any other information contained therein, including all communications on the School's systems from/to an employee's private email account such as Yahoo, AOL, etc. Failure to cooperate with such inspections is a violation of this policy.

Inspection Policy (Student Handbook)

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.



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