

CHARLO SCHOOL DISTRICT

R = required

8000 SERIES NONINSTRUCTIONAL OPERATIONS

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1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Goals

6
7 In order for students to obtain the maximum benefits from their educational program, a complex
8 set of support services must be provided by the District. These services are essential to the
9 success of the District, and the staff that provides them is an integral part of the educational
10 enterprise. Because resources are always scarce, all assets of District operations, including non-
11 instructional support services, shall be carefully managed in order to obtain maximum efficiency
12 and economy. To that end, the goal of the District is to seek new ways of supporting the
13 instructional program that shall maximize the resources directly available for students' learning
14 programs.

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18 Policy History:

19 Adopted on:

20 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Transportation

6
7 The District may provide transportation to and from school for a student who:

- 8
- 9 1. Resides three (3) or more miles, over the shortest practical route, from the nearest
- 10 operating public elementary or public high school.
- 11
- 12 2. Is a student with a disability, whose IEP identifies transportation as a related service; or
- 13
- 14 3. Has another compelling and legally sufficient reason to receive transportation services.
- 15

16 The District may elect to reimburse the parent or guardian of a student for individually
17 transporting any eligible student.

18
19 The District may provide transportation by school bus or other vehicle or through individual
20 transportation such as paying the parent or guardian for individually transporting the student.
21 The Board may pay board and room reimbursements, provide supervised correspondence study,
22 or provide supervised home study. The Board may authorize children attending an approved
23 private school to ride a school bus, provided that space is available and a fee to cover the per-seat
24 cost for such transportation is collected. The District may transport and charge for an ineligible
25 public school student, provided the parent or guardian pays a proportionate share of
26 transportation services. Fees collected for transportation of ineligible students shall be deposited
27 in the transportation fund. Transportation issues that cannot be resolved by the trustees may be
28 appealed to the county transportation committee.

29
30 Homeless students shall be transported in accordance with the McKinney Homeless Assistance
31 Act and state law.

32
33 In-Town Busing

34
35 In-town busing is defined as the busing of students within three (3) miles of their school. In-
36 town busing is a privilege the District can discontinue at any time. The Superintendent will
37 establish guidelines under which a student may request in-town busing.

38		
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41	Legal Reference:	§ 20-7-441, MCA Special education child eligibility for
42		transportation
43		§ 20-10-101, MCA Definitions
44		§ 20-10-121, MCA Duty of trustees to provide transportation –
45		types of transportation – bus riding time
46		limitation

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Contracting for Transportation Services

6
7 If the Board enters into a contract for transportation services, the contractor shall operate such
8 equipment in accordance with District policy and the rules and regulations of the Board of Public
9 Education. The contract shall be in effect for not more than five (5) years. Before entering into
10 the first such contract, the District shall determine that the cost of contracting for the ensuing
11 term will not exceed projected costs of operating its own system. Before any transportation
12 contract is awarded to a private party or contractor, the trustees shall:

- 13
- 14 1. Secure bids by advertising for a twenty-one (21)-day period (three (3) consecutive
- 15 weeks); or
- 16
- 17 2. Negotiate a new contract with the current contractor, provided the new contract does not
- 18 exceed by more than twelve percent (12%) per year the basic costs of the previous
- 19 contract.
- 20

21 No money shall be expended unless a contract with a private carrier has been executed. The
22 Board Chairperson will sign such contracts on behalf of the District.

23
24 The District reserves the right to own, operate, and to choose with respect to any other form of
25 transportation, whether it be regular school, co-curricular, extracurricular, or District business
26 programs, the means of transportation which best fits District needs at that particular time, as
27 determined by the Board.

28		
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30		
31	Legal Reference:	§ 20-10-102, MCA School bus requirements
32		§ 20-10-107, MCA Power of trustees
33		§ 20-10-125, MCA Bid letting for contract bus – payments under
34		transportation contract
35		10.7.108, ARM Bus Contracts
36		

37 Policy History:

38 Adopted on:

39 Revised on:

1 **Charlo Public School District**

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4
5 Bus Routes and Schedules

6
7 The Superintendent's designee is responsible for scheduling bus transportation, including
8 determination of routes and bus stops. Such routes are subject to approval of the county
9 transportation committee. The purpose of bus scheduling and routing is to achieve maximum
10 service with a minimum fleet of buses consistent with providing safe and reasonably equal
11 service to all bus students.

12
13 In order to operate the transportation system as safely and efficiently as possible, the following
14 factors shall be considered in establishing bus routes:

- 15
16 1. A school bus route shall be established with due consideration of the sum total of local
17 conditions affecting the safety, economic soundness, and convenience of its operation,
18 including road conditions, condition of bridges and culverts, hazardous crossings,
19 presence of railroad tracks and arterial highways, extreme weather conditions and
20 variations, length of route, number of families and children to be serviced, availability of
21 turn-around points, capacity of bus, and related factors.
22
23 2. No school child attending an elementary school shall be required to ride the school bus
24 under average road conditions more than one (1) hour without consent of the child=s
25 parent or guardian.
26
27 3. School bus drivers are encouraged to make recommendations in regard to establishing or
28 changing routes.
29
30 4. Parents should be referred to the Superintendent for any request of change in routes,
31 stops, or schedules.
32

33 The Board reserves the right to change, alter, add, or delete any route at any time such changes
34 are deemed in the best interest of the District, subject to approval by the county transportation
35 committee.
36

37 Bus Stops

38
39 Buses should stop only at designated places approved by school authorities. Exceptions should
40 be made only in cases of emergency and inclement weather conditions.
41

42 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists
43 approaching from either direction will have a clear view of the bus for a distance of at least three
44 hundred (300) to five hundred (500) feet.
45

46 School loading and unloading zones are to be established and marked to provide safe and orderly

47
48
49
50 loading and unloading of students. The principal of each building is responsible for the conduct
51 of students waiting in loading zones.

52 53 Delay in Schedule

54
55 The driver is to notify the administration of a delay in schedule. The administration will notify
56 parents on routes and radio stations, if necessary.

57 58 Responsibilities - Pupils

59
60 Pupils must realize that safety is based on group conduct. Talk should be in conversational tones
61 at all times. There should be no shouting or loud talking which may distract the bus driver.
62 There should be no shouting at passersby. Pupils should instantly obey any command or
63 suggestions from the driver and/or his/her assistants.

64 65 Responsibilities - Parents

66
67 The interest and assistance of each parent is a valued asset to the transportation program.
68 Parents= efforts toward making each bus trip a safe and pleasant experience are requested and
69 appreciated. The following suggestions are only three of the many ways parents can assist:

- 70
71 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
72 2. Properly prepare children for weather conditions.
73 3. Encourage school bus safety at home. Caution children regarding safe behavior and
74 conduct while riding the school bus.

75 76 Safety

77
78 The Superintendent will develop written rules establishing procedures for bus safety and
79 emergency exit drills and for student conduct while riding buses.

80
81 If the bus and driver are present, the driver is responsible for the safety of his/her passengers,
82 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except
83 in emergencies, no bus driver shall order or allow a student to board or disembark at other than
84 his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of
85 all, the bus driver may hold students accountable for their conduct during the course of
86 transportation and may recommend corrective action against a student. Bus drivers are expressly
87 prohibited from using corporal punishment.

88
89 The bus driver is responsible for the use of the warning and stop signaling systems and the
90 consequent protection of his/her passengers. Failure to use the system constitutes negligence on
91 the part of the driver.

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Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

NOTE: To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route.

NOTE: The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

- Legal Reference: ' 20-10-106, MCA Determination of mileage distances
- ' 20-10-132, MCA Duties of county transportation committee
- ' 20-10-121, MCA Duty of trustees to provide transportation – types of transportation – bus riding time limitation

Policy History:
Adopted on:
Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Transportation of Students with Disabilities

6
7 Transportation shall be provided as a related service, when a student with a disability requires
8 special transportation in order to benefit from special education or to have access to an
9 appropriate education placement. Transportation is defined as:

- 10
11 (a) Travel to and from school and between schools;
12
13 (b) Travel in and around school buildings or to those activities that are a regular part of the
14 student's instructional program;
15
16 (c) Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to
17 provide special transportation for a student with disabilities.
18

19 The Child Study Team that develops the disabled student's Individualized Education Program
20 will determine, on an individual basis, when a student with a disability requires this related
21 service. Such recommendations must be specified on the student's IEP. Only those children
22 with disabilities who qualify for transportation as a related service under the provisions of the
23 IDEA shall be entitled to special transportation. All other children with disabilities in the
24 District have access to the District's regular transportation system under policies and procedures
25 applicable to all District students. Utilizing the District's regular transportation service shall be
26 viewed as a "least restrictive environment."
27

28 Mode of Transportation

29
30 One of the District's special education buses will be the preferred mode of transportation.
31 Exceptions may be made in situations where buses are prohibited from entering certain
32 subdivisions due to inadequate turning space, or when distance from school may seriously
33 impact bus scheduling. In such situations other arrangements, such as an individual
34 transportation contract, may be arranged with parents. Such voluntary agreement will stipulate
35 in writing the terms of reimbursement.
36

37
38 Cross Reference: 3300 Corrective Actions and Punishment

39
40 Legal Reference: 10.16.3820, ARM Transportation for Special Education Students with
41 Disabilities
42

43 Policy History:

44 Adopted on:

45 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 District-Owned Vehicles

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7 The District owns and maintains certain vehicles. Included among them are pickups, school
8 buses, and vans. These are for use by properly authorized personnel of the District for District
9 business purposes.

10
11 Any driver who receives a citation for a driving violation while operating a District vehicle shall
12 personally pay all fines levied. All citations received while any driver is operating a District
13 owned vehicle for the District or non-school personnel, must be reported to the Superintendent
14 and may result in disciplinary action up to and including termination.

15
16 Bus and Vehicle Maintenance, District

17
18 Buses used in the District's transportation program shall be in safe and legal operating condition.
19 All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the
20 beginning of each semester. The Superintendent will establish a specific list of tasks bus drivers
21 will perform on a daily basis. All other District vehicles shall be maintained following
22 established programs developed by the Superintendent.

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26 Policy History:

27 Adopted on:

28 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Driver Training and Responsibility

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7 Bus drivers shall observe all state statutes and administrative rules governing traffic safety and
8 school bus operation. At the beginning of each school year, the District will provide each driver
9 with a copy of the District's written rules for bus drivers and for student conduct on buses.

10
11 Each bus driver will meet the qualifications established by the Superintendent of Public
12 Instruction, including possession of a valid Montana commercial driver's license and Department
13 of Transportation-approved physician's certification that he or she is medically qualified for
14 employment as a bus driver. The bus driver shall secure a valid standard first aid certificate from
15 an authorized instructor, within two (2) months after being employed, and maintain a valid first
16 aid certificate throughout employment as a bus driver. The bus driver must have five (5) years
17 driving experience.

18
19 A teacher, coach, or other certified staff member assigned to accompany students on a bus will
20 have primary responsibility for behavior of students in his or her charge. The bus driver has final
21 authority and responsibility for the bus. The Superintendent will establish written procedures for
22 bus drivers.

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25
26 Legal Reference: § 20-10-103, MCA School bus driver qualifications
27 10.7.111, ARM Qualification of Bus Drivers
28 10.64.201, ARM Drivers

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30 Policy History:

31 Adopted on:

32 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Student Conduct on Buses

6
7 The Superintendent will establish written rules of conduct for students riding school buses. Such
8 rules will be reviewed annually by the Superintendent and revised if necessary. If rules are
9 substantially revised, they will be submitted to the Board for approval.

10
11 At the beginning of each school year, a copy of the rules of conduct for students riding buses will
12 be provided to students, and the classroom teacher and bus driver will review the rules with the
13 students. A copy of the rules will be available upon request at the District office and in each
14 building principal's office.

15
16 The bus driver is responsible for enforcing the rules and will work closely with a parent and
17 building principal to modify a student's behavior. Rules shall include consistent consequences
18 for student misbehavior. A recommendation for permanent termination of bus privileges,
19 accompanied by a written record of the incident(s) that led to the recommendation, shall be
20 referred to the Superintendent for final determination. The student's parent or guardian may
21 appeal a termination to the Board. No further appeal shall be allowed.

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24
25 Cross Reference: 3310 Student Discipline
26 8111 Transportation of Students with Disabilities

27
28 Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of
29 corporal punishment – penalty – defense
30 § 20-5-201, MCA Duties and sanctions

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32 Policy History:

33 Adopted on:

34 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 School Bus Emergencies

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7 In the event of an accident or other emergency, the bus driver shall follow the emergency
8 procedures developed by the Superintendent. A copy of the emergency procedures will be
9 located in every bus. To ensure the success of such emergency procedures, every bus driver will
10 conduct an emergency evacuation drill within the first six (6) weeks of each school semester.
11 The District will conduct such other drills and procedures as may be necessary.

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15 Policy History:

16 Adopted on:

17 Revised on:

5 Activity Trips

7 The use of school buses is strictly limited to school activities. Buses may not be loaned or leased
8 to non-school groups, unless permission is specifically granted by the Board. Buses will be
9 operated by a qualified bus driver on all activity runs, and only authorized activity participants,
10 professional staff, and chaperones assigned by the administration may ride the bus.

12 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will
13 remain with the professional staff member in charge on the bus, and one (1) copy will be given
14 to the Activities Director before the bus departs.

18 Policy History:

19 Adopted on:

20 Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Food Services

6
7 The District supports the philosophy of the National School Lunch Program and will provide
8 wholesome, appetizing, and nutritious meals for children in District schools. The Board may
9 authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for
10 federally connected indigent pupils.

11
12 Because of the potential liability of the District, the food services program will not accept
13 donations of food without approval of the Board. Should the Board approve a food donation, the
14 Superintendent will establish inspection and handling procedures for the food and determine that
15 provisions of all state and local laws have been met before selling the food as part of school
16 meals.

17
18 Commodities

19
20 The District will use food commodities made available under the Federal Food Commodity
21 Program for school meals.

22
23 Free and Reduced-Price Food Services

24
25 The District will provide free and reduced-price meals to students, according to the terms of the
26 National School Lunch Program and the laws, rules, and regulations of the state. The District
27 will inform parents of the eligibility standards for free or reduced-price meals. Identity of
28 students receiving free or reduced-price meals will be confidential, in accordance with National
29 School Lunch Program guidelines. A parent has the right to appeal to a designated hearing
30 official any decision with respect to his or her application for free or reduced-price food services.

31
32 The Board may establish programs whereby meals may be provided in the District in accordance
33 with National School Lunch Program guidelines.

34
35 The amount charged for such meals shall be sufficient to cover all costs of the meals, including
36 preparation labor and food, handling, utility, and equipment depreciation costs.

37		
38		
39	Legal Reference:	§ 20-10-204, MCA Duties of trustees
40		§ 20-10-205, MCA Allocation of federal funds to school food services
41		fund for federally connected, indigent pupils
42		§ 20-10-207, MCA School food services fund
43		

44 Policy History:

45 Adopted on:

46 Revised on:

1 **Charlo Public School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Nutrition

6
7 The District will provide school meals which meet or exceed nutritional standards required by
8 state and federal school lunch programs.

9
10 The Superintendent will establish rules for the sale of foods during the school day. To encourage
11 students to eat nutritious lunches, competitive food services will not be permitted to operate
12 anywhere on school premises during or for a period of one (1) hour before and after the lunch
13 period.

14
15 The principal must give prior approval to any food sales of an occasional nature.
16

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18
19 Legal Reference: § 20-10-204, MCA Duties of trustees

20
21 Policy History:

22 Adopted on:

23 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Risk Management

6
7 The Board believes the District must identify and measure risks of loss which may result from
8 damage to or destruction of District property or claims against the District by persons claiming to
9 have been harmed by action or inaction of the District, its officers or staff. The District will
10 implement a risk management program to reduce or eliminate risks where possible and to
11 determine which risks the District can afford to assume. Such program will consider the
12 benefits, if any, of joining with other units of local government for joint purchasing of insurance,
13 joint self-insuring, or joint employment of a risk manager. The Board will assign primary
14 responsibility for administration and supervision of the risk management program to a single
15 person and will review the status of the risk management program each year.

16
17 The District will purchase surety bonds for the Superintendent, Clerk, and such other staff and in
18 such amounts as the Board shall from time to time determine to be necessary for honest
19 performance of the staff in the conduct of the District’s financial operations.

20		
21		
22		
23	Legal Reference:	§ 20-6-608, MCA
24		Authority and duty of trustees to insure
25		district property
26		§ 20-3-331, MCA
27		§§ 2-9-101, et seq., MCA
28		§ 2-9-211, MCA
29		§ 2-9-501, MCA
30		Purchase of insurance – self-insurance plan
		Liability Exposure
		Political subdivision insurance
		General Provisions Related to Official
		Bonds

31 Policy History:

32 Adopted on:

33 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Property Damage

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7 The District will maintain a comprehensive insurance program which will provide adequate
8 coverage, as determined by the Board, in the event of loss or damage to school buildings and/or
9 equipment, including motor vehicles. The comprehensive insurance program will maximize the
10 District's protection and coverage while minimizing costs for insurance. This program may
11 include alternatives for sharing the risk between the District and an insurance carrier and through
12 self-insurance plans.

13

14 Privately Owned Property

15

16 The District will not assume responsibility for maintenance, repair, or replacement of any
17 privately owned property brought to a school or to a District function, unless the use or presence
18 of such property has been specifically requested in writing by the administration.

19

20

21

22 Legal Reference: § 20-6-608, MCA Authority and duty of trustees to insure district
23 property

24

25 Policy History:

26 Adopted on:

27 Revised on:

28

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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4

5 Sale of Real Property

6

7 Unless the property can be disposed of without a vote, the Board has the power to dispose of all
8 District property, only when the qualified electors of the District approve of such action at an
9 election called for such approval or when the trustees adopt a resolution stating their intention to
10 dispose of the property. When the trustees adopt such a resolution, they shall schedule a meeting
11 to consider a resolution to authorize the sale of the real property. The conduct of the meeting
12 and any such subsequent appeals shall be in accord with § 20-6-604, MCA.

13

14 Receipts from a sale of real property shall be placed in the debt service fund, building fund,
15 general fund, or in any combination of these three (3) funds, at the Board’s discretion.

16

17

18

19	Legal Reference:	§ 20-6-603, MCA	Trustees’ authority to acquire or dispose of sites and
20			buildings – when election required
21		§ 20-6-604, MCA	Sale of property when resolution passed after
22			hearing – appeal procedure

23

24 Policy History:

25 Adopted on:

26 Revised on:

1 **Charlo Public School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Operation and Maintenance of District Facilities

6
7 The District seeks to maintain and operate facilities in a safe and healthful condition. The head
8 maintenance person, in cooperation with principals, fire chief, and county sanitarian, will
9 periodically inspect plant and facilities. The head maintenance person will develop a program to
10 maintain the District physical plant by way of a continuous program of repair, maintenance, and
11 reconditioning. Budget recommendations will be made each year to meet these needs and any
12 such needs arising from an emergency.

13
14 The head maintenance person will formulate and implement energy conservation measures.
15 Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve
16 District resources in their buildings.

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18
19
20 Legal Reference: 10.55.908, ARM School Facilities

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22 Policy History:

23 Adopted on:

24 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

8420

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5 District-Wide Asbestos Program

6

7 It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and
8 all of its amendments and changes be complied with by all District employees, vendors, and
9 contractors.

10

11

12

13 Legal Reference: 15 USC § 2641 Congressional findings and purpose

14

15 Policy History:

16 Adopted on:

17 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Records Management

6
7 A fireproof vault will be maintained for permanent retention of records, including Board
8 minutes, annual audit reports, staff employment records, and permanent student records.

9
10 At the beginning of each fiscal year, an application for destruction of records, in accordance with
11 state statute, will be completed and forwarded to the local government records subcommittee for
12 approval. Upon approval, a list of all records meeting retention requirements will be presented
13 to the Board for consideration to be destroyed. After Board approval the records will be
14 shredded. Records may be destroyed as set forth in §§ 20-1-212, MCA, and 2-6-401, et seq.,
15 MCA.

16
17 All records related to the hiring process shall be retained for at least two (2) years. Student
18 records must be kept permanently, and employment records must be kept for ten (10) years after
19 termination.

20		
21		
22		
23	Legal Reference:	§ 2-6-403, MCA Duties and responsibilities
24		§ 20-1-212, MCA Destruction of old records by school officer
25		§ 20-7-101(2), MCA Standards of accreditation
26		§ 20-9-215, MCA Destruction of certain financial records
27		

28 Policy History:

29 Adopted on:

30 Revised on:

1 **Charlo Public School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Computer Software

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7 Unauthorized copying of any computer software licensed or protected by copyright is theft.

8 Failure to observe software copyrights and/or license agreements may result in disciplinary

9 action by the District and/or legal action by a copyright owner.

10

11 No District-owned computing resources should be used for unauthorized commercial purposes.

12

13

14

15 Policy History:

16 Adopted on:

17 Revised on: