

ICN ROOM USE REGULATIONS

NO. 905.3R1

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees, and board members. The school district recognizes that it is not the only authorized user of the ICN. Sponsored and authorized users of the ICN must comply with state and federal law in ICN usage.

Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming contact the secretary for the associate principals who are responsible for coordinating ICN classroom use. Individuals that request the use of the ICN facility must leave contact information with the secretary for the associate principals, including a valid cell phone number.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting regulations. The school district reserves the right to charge all costs, including attorney fees that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting regulations.

The secretary to the associate principals shall notify the office of the supervisor of building and grounds of any ICN room usage at least 48 hours prior to the scheduled event so heating and cooling needs can be addressed or if snow removal must be scheduled.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. The ICN will not be used for profit making ventures. Users cannot resell time on the ICN.

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4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the building or equipment are off limits to the authorized users.
6. The maximum hourly rate school districts can charge for use of the facilities is \$12.50 per hour. This is for use of the room, not the ICN. Additional ICN costs will be determined by the broadcast provider.
7. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. Food and drink are not permitted in the ICN room.
10. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler who is the secretary for the associate principals at 319/753-2211 (BHS).
11. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.

Approved: 6/22/09

Reviewed: _____

Revised: 05/10/21