

A. OVERVIEW OF ACCEPTABLE USE

The District's technology resources, including the District's technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for acceptable Use.

In general, "acceptable use" means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their Use of District technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of "acceptable use" is that the District expects each student who I-JSeS District technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her Use of technology and in his/her technology-related activities and communications.

If a student has a question concerning any policy, notice, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable Use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

B. NOTICES AND WARNINGS TO STUDENTS WHO USE SCHOOL DISTRICT TECHNOLOGY RESOURCES

1. The District owns, controls, and oversees all of the schools' technology resources, including the District's technology-related equipment, software, applications, networks,
 - network connections, and Internet access.
2. Unless otherwise prohibited by law, at all times and without further notice:
 - a. Each user of District technology resources is subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers or other equipment;
 - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make Use of District-provided Internet access, are subject to monitoring and tracking by District officials.
3. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and USES the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (a) monitoring the person's activities; or (b) accessing any user's equipment, data, communications, and other materials.
4. Any person who USES the District's technology resources does so solely at their own risk regarding possible damage to or any other potential loss of data, content, software, or equipment. This includes loss of data for any reason whatsoever, including the District's own negligence, errors, or omissions. The District offers no warranties or remedies to users regarding any damage, deletion, or other loss of user property/data. Further, except as to any mandatory duties imposed by law, the District makes no promises or warranties of any kind, whether expressed or implied, for the technology-related services it provides. The District is also not responsible for the accuracy or quality of non-District content obtained through the District's technology resources.
5. If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to the District, he/she should not use the District's technology resources.
6. If a student I-JSeS District technology resources in a manner that violates the District's expectations for acceptable use, or any other established policy, regulation, rule, or directive, the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:
 - a. Suspension, restriction, or revocation of the privilege of use of District technology resources;
 - b. The imposition of academic consequences for academic-related violations;

- C. Suspension and/or expulsion from school; and/or
- d. Referral to law enforcement.

C. Expectation and Rules when working with a school issued device;

The devices and bags/cases that are issued to all students in grades 9-12 are the property of the School District of Spencer. The device is on loan to the student, and must be used in accordance with the School District Acceptable Use Policies and Rules, Use of the device, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the School District of Spencer.

General Use and Care of Devices

- Students are expected to treat their device with care and respect.
- Do not spray cleaning solutions on the device. Power down the device and dampen a soft cotton or cloth specifically designed for computer screens to clean the device screen.
- The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag are not allowed and will result in loss of privileges.

^e When transporting a device to and from school, students should always be sure it is placed in the device bag/case, and the bag is fully closed. The bag has a tag that identifies the device as School District of Spencer property, and identifies the student that the device is on loan to. The tag MUST remain on the bag at all times.

- Device bags should not be placed inside the student's book bag or backpack where it

may be compressed by other heavy books, etc.

- Devices must be hung from the carrying handle on the middle coat hook when stored in lockers.
- Commercially designed device "skins" are not allowed.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided verbally without touching the other person's device, and/or only with the user's express permission. Students should operate only their own device at all times.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Devices can be fragile, and if they are dropped, they may break. Devices should only be used while they are on a flat, stable surface such as a table. Students should not Use their device while walking, on the bus, or otherwise being transported.
- Students should protect their devices from extreme heat and cold. The District encourages that devices not be left in cars to prevent damage from temperature extremes, as well as theft.

- Devices should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using their device, or Use their device near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Devices should never be placed in the bag while turned on. The device should either be turned off or in "sleep" mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat, and will result in damage to the device.

Use of the Device at School

- Devices are assigned to individual students. Students should never "swap" or "share" their device with another student. Devices should be in a student's possession or secured in their locker at all times.
- When being transported, the device must be in its school issued bag/case, and it is required that the student carry the bag with the strap across their body, over the opposite shoulder. This prevents the device bag from being dropped if the student is distracted or bumped. Do not swing the device by the case or strap. YOU are responsible for your device — do not carry a device that belongs to another student. The ID tag must remain on the device at all times.
- If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, etc.), they are required to leave their device in their locker or at home.
- Passwords should always be kept confidential. Students may never share their password with another student.
- Students are responsible for bringing their device, fully charged, to school each day.
- Students who do not have permission to take their device home may pick UP their device in the library each morning. Students are responsible for making sure their device is plugged in for recharging each night.
- Devices will be checked randomly to determine if students have the appropriate deVice and/or any inappropriate programs, images, etc. on their device.
- Students are not allowed to take their device into the cafeteria or gymnasium during lunch periods. Devices must be left in the student's locker prior to lunch. Devices are not allowed in locker rooms in accordance with Board Policy 443.7 Locker Room Privacy and Wisconsin State Statutes. If the device is needed for Physical Education Class the teacher will notify you the day before and YOU will be required to enter the gymnasium through the main entrance and leave the cased device in a location designated by your teacher.
- Students are responsible for saving or backing UP their documents to the server. Devices are to be used only in the classroom, designated areas, and/or at home for homework.

- Students are not allowed to download or install any software or other materials at any time. Students are not allowed to access, download or utilize non-educational games using school resources.
- Students are expected to use their district provided email account for all school related digital communication with their teachers or other staff members. Personal email accounts will not be supported.

Use of the Device at Home

- Students must have the written permission of their parent or guardian before they will be allowed to take their device home.
- Parents/guardians will be given the child's login name and password so that they can supervise the student's use of the device at home. If the student changes the password they are required to inform their parents/guardians of the change. If a student does not do so the parents/guardians may contact the School District of Spencer Director of Technology to have the password changed to something know to the parents and locked so the student must use that password.
- If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the 10" or theft to the School District of Spencer administration and Spencer Police Department.
- If the device is damaged or not working properly, it must be turned in to School District of Spencer Director of Technology for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

Costs for Damaged, Lost or Stolen Devices

- Students will be held responsible for ALL damage to their device not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate all avenues to determine if damage was due to negligence or faulty equipment/software.
- In the event of damage caused by negligence, the student and parent may be billed a fee according to the following schedule:
 - First incident — \$50 for device
 - Second incident — \$100 for device
 - Third incident — up to full cost of repair or replacement of device

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the device, setting heavy items on top of the device, stepping on the device, leaving the device in extreme heat or cold temperatures, leaving the device in an unprotected unsecured environment, pouring liquid on the device, etc. In the event the device,

cover, sleeve or cables are lost or stolen, the student and parent may be billed the full cost of replacement as determined by the administration.

D. ADDITIONAL RULES, REGULATIONS, AND EXPECTATIONS FOR STUDENT USERS

1. THE STUDENT MUST BE AN AUTHORIZED USER. No student shall use District technology resources unless he/she is currently an authorized user, as determined by the District.

- a. Grades K-4. Students are authorized to use particular equipment by staff at the building level. Students in grades K-4 will generally use technology resources in structured educational settings, and with a greater degree of monitoring and supervision than is expected for older students.
 - b. Grades 5 through 12. The primary step in becoming an authorized user for any student in grade 5 or above is that the student and the student's parent or guardian must first sign a "School Technology User Acknowledgement or Agreement." Access to specific networks, domains, applications, etc. may be further restricted pending a determination of need and/or pending SUCCeSSfUl completion of District-specified training/instruction.
 - c. The District reserves the right to deny, revoke, suspend or limit specific user accounts and/or the user's access privileges.
 - d. If a student who is not an authorized user nonetheless proceeds to use District technology resources in violation of District policies and rules, all other District rules and expectations regarding acceptable use still apply to the student and may become independent grounds for discipline.
2. UNAUTHORIZED ACCESS AND OTHER PROHIBITED ACTIVITIES. Students are prohibited from engaging in (or attempting to engage in) the following conduct at all times:
- a. Installing any software programs or applications without District permission.
 - b. Knowingly exposing the District's technology resources to possible viruses, malware, spyware, or any other similarly harmful material.
 - c. Accessing any network, drive, file, application, database, or system that the District has not authorized for the student's use/access, including all forms of computer or computer system hacking.
 - d. Modifying the security settings (including any settings or filters that limit access to particular content) on any system, network, application, portal, web site, or device.
 - e. Using another person's login or password information; or allowing another person to use the student's own login or password information.
 - f. Physically connecting any personally-owned technology equipment to a District network (including computers, laptops, tablets, smart phones, printers, etc.) except for (l) authorized connections to the wireless network the District provides expressly

- for students and guests, if any; and (2) temporarily connecting data drives/devices to District equipment for the purpose of transferring data or files for an educational or other authorized purpose.
- g. Modifying without permission any District records, any District-controlled web pages or web-based accounts, or any of the District's Internet-based resources.
 - h. Removing any District equipment from school grounds or from its District-designated location within a building.
 - Using District technology resources for any private commercial activities (for example, solicitations or advertisements) or for any activities that involve political advocacy connected to any election.

3. RULES AND EXPECTATIONS RELATED TO COPYRIGHT LAW, LICENSING AGREEMENTS, AND RELATED ISSUES.

- a. While Using the District's technology resources, students are individually responsible for following applicable laws, regulations, and agreements that relate to the Use of any other person's or entity's products, services, or content.
- b. Students may not use any electronic content, application, software, or technology service (1) that has not been properly purchased or licensed; or (2) in any manner that violates a license, user agreement, or the terms of use established by the owner/manufacturer/vendor of the product, service, or content.
- c. Students may not use District technology resources in connection with any unlawful or any non-school related file-sharing activities, including the improper copying, storing, downloading, uploading, or transferring of copyrighted works such as music, images, video, or movies.
- d. Students are expected to verify their authority (by obtaining permission when necessary) to copy, use, incorporate, or adapt any work that is subject to copyright, trademark, or other similar legal protection. This expectation applies regardless of the format of the work in question. Students are cautioned that the fact that an image, video, recording, article, file, program, book, or other work that is subject to copyright or trademark protection is available through the Internet does not mean that it is in the public domain (i.e., able to be freely used), or that it can be further used, copied, or adapted without first obtaining appropriate permission from the person or entity who holds the applicable rights.
- e. Property created by a student that is submitted as an assignment or for an assessment, or for a grade or course credit, may be retained by the District as a student record and displayed for school purposes subject to laws and any District policy or procedures that govern such records. The District may further extend its right to retain, reproduce, distribute or otherwise use student-created intellectual property by obtaining specific permission from the student and the parent or guardian of a minor student.
- f. To the extent consistent with applicable law, the District retains the exclusive right to determine, at its discretion, the content that is permitted to be displayed or

otherwise made available to the school community and/or to the general public through the District's technology resources.

4. RULES AND EXPECTATIONS RELATED TO ACADEMIC INTEGRITY

- a. District and individual teacher expectations regarding honesty and fairness in academic contexts apply fully to activities that involve the Use of technology.
- b. Students may not use or access the District's technology resources in a manner that would give them an unfair academic advantage over other students.
- c. Due to the scope and nature of electronic resources, the District has a heightened expectation for students who are using technology resources and/or engaging in electronic research to take special care to avoid plagiarism, which includes copying, close paraphrasing, or representing as one's own the writing, ideas, or other work of another person without appropriate attribution.

5. ELECTRONIC COMMUNICATION BY STUDENTS

- a. There are various forms of electronic communication that students may be able to access and use through the District's technology resources. Examples include course management applications that permit student submissions, email, social media platforms, chat functionality, message boards, applications that function like text messaging, etc.
- b. Students using District technology resources to engage in any form of electronic communication are expected to follow the District's rules and expectation for "acceptable Use" as defined in this document, and, as far as the content and purpose of their electronic communications, students are expected to adhere to the school rules and expectations that apply to in-person interactions.
- c. The following are specific examples of conduct that is prohibited in connection with a student's Use of District technology resources for electronic communications:
 - (1) Electronic communications must not contain defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually-explicit, or obscene content.
 - (2) Electronic communications must not be used to bully, harass, degrade, or intimidate another person.
 - (3) Electronic communications must not be used to facilitate any unlawful activity or any violation of school rules.
 - (4) Students shall not engage in electronic communications with persons who are not affiliated with the District unless the communication is for a legitimate educational or other authorized purpose and the student is reasonably sure of the identity of the person or entity with whom they are communicating.

- (5) Students shall not attempt to access or send electronic communications using another person's account or user ID. Similarly, students shall not impersonate another person using electronic communications.
 - (6) Students shall not create, transmit, or forward messages, Internet-links, images, files, or attachments that do not have a legitimate educational purpose (for example: spam, jokes, etc.) and/or that may be harmful (for example: executable files, viruses, requests for personal or confidential information, material from an unknown source, etc.).
 - (7) Electronic communication received from another person should not be forwarded or shared gratuitously when the original sender has clearly indicated their intent that the message should not be forwarded or shared. This limitation is not intended to prevent a student from addressing a safety concern or reporting a violation of school rules by contacting a responsible adult.
- d. Examples of acceptable electronic communications involving the use of District technology resources include:
- (1) Communicating with a teacher regarding schedules, assignments, curriculum content, class projects, and class activities.
 - (1) Communicating with other students to facilitate collaboration, planning, and research for school-related projects and activities.
 - (2) When authorized by a teacher, communicating with third parties outside of the District as a means of collaborative learning, academic research, or other school related purposes.
 - (3) Giving careful and respectful consideration to the possible consequences for others before sending, transmitting, or forwarding any electronic communications.

6. STUDENT EMAIL ACCOUNTS

- a. To promote effective communications, students in grades 5-12 will be provided District email accounts. District-provided student email accounts remain under the ownership and control of the District and student use of his/her account is a privilege.
- b. Student email accounts that have been issued by the District are to be used for school-related, educational purposes only. Students are not permitted to use their school-issued email account to send or receive personal messages. If a student receives a personal email, he/she should notify the sender that such messages are not permitted.
- c. A student email account provided by the District is not confidential or private, and a student's email may be read by District employees or authorized agents of the District. Students who use a District provided email account should view the messages that they send in the same manner that they view (1) verbal exchanges that occur in a classroom; and (2) assignments that are presented to a teacher. The content of emails can lead to disciplinary and other consequences.

7. STUDENTS HAVE LIMITED PERMISSION TO POSSESS AND USE PERSONAL ELECTRONIC DEVICES AT SCHOOL ("BRING YOUR OWN DEVICE" (BYOD) RESTRICTIONS)

- a. A student may bring a personal electronic device to school and use the device only to the extent consistent with this document, related Board policies 341.4 Student Use of Electronic Communication Devices and 443.7 Locker Room and Other Locations of Privacy and any other rules or directives issued by the District or school staff to govern the time, place, and manner in which students may possess and Use personal electronic devices.
- b. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic device that a student chooses to bring to school or to a school activity regardless of (1) when the loss, theft, or damage occurs; or (2) where the device is located/possessed at the time the loss, theft, or damage occurs. The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to any personal electronic device.
- c. Where the District has reason to suspect that any personal electronic device is present or has been Used in violation of any Board policy or school rule, school personnel may temporarily confiscate the device. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
- d. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply or interfere with such a directive (e.g., by removing the battery or memory card without permission) will be considered insubordination and the student will be subject to disciplinary action.
- e. Taking pictures or making or transmitting any video or audio recording of other students or school staff is prohibited at all times unless the student has obtained advance permission from a teacher or administrator per District guidelines.
- f. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, rest rooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy. Except in an emergency situation all such devices should be turned off and put away in all such areas of the buildings policy 443.7 Locker Room and Other Locations of Privacy Policy
- g. • Students who bring a personal electronic device to school are responsible for keeping their device(s) silent during instructional time, or completely turned off and put away to the extent otherwise required or directed.
- h. Students using headphones or earbuds are individually responsible for ensuring that they are still adequately able to hear relevant activity (voices, vehicles, announcements, etc.) in their surroundings. The District recommends that at least one ear should be completely clear any time students are moving from one location to another, not including when the student is only a passenger in a vehicle.

- A student may connect an Internet-ready device with wireless connectivity to the building's "Student/Guest" wireless network in order to use the device for an authorized purpose. A personal electronic device shall not be physically connected to any District network other than the "Student/Guest" wireless network.
- j. Unless otherwise directed by a District staff member, a student of any age may engage in instructional and limited personal use of a personal electronic device that is connected to the District's "Guest" wireless network if the use (1) occurs outside of the hours of the school's instructional day; (2) does not interfere with any student's education or any school-related activity; (3) does not unduly burden the District's network resources or materially interfere with others' Use of the network; and (4) imposes no tangible incremental costs to the District.
- k. If a student possesses and uses a personal electronic device that can access a data connection (e.g., 3G/4G) other than a District network, any use of such a device that occur at school or in connection with a school activity still must be consistent with
- District rules of conduct for students, including rules regarding the time, place, and manner of such Use. The student shall not Use the device to access or transfer harmful or inappropriate material, including but not limited to material that is obscene, sexually-explicit, unlawful, threatening, or harassing. These expectations apply even though a device using a non-school data connection is not subject to the District's Internet filtering and related security measures.
- As an important exception to all rules and directives that might otherwise limit a student's permission to possess and use a personal electronic device, all students at all grade levels may use a device (at any time of day) to contact a responsible adult in any emergency situation that involves an immediate threat to the health or safety of any person. When carrying out school emergency response plans, however, students may be asked to turn off their personal electronic devices so emergency communication networks are not overwhelmed and emergency response efforts are not jeopardized.
- m. At all times other than emergencies as identified in the paragraph above, permission to possess and/or use personal electronic devices at school or in any school supervised setting is subject to further modification or limitation by a teacher, activity supervisor, or any school administrator. When a staff member issues a specific directive or limitation related to the possession or use of any electronic device, students are expected to follow that directive/limitation.
- n. Students and parents/guardians are advised that the best way to contact each other during the school day for all non-emergency reasons is through the school office.
- o. Additional BYOD Provisions Specific to Students in Grades 4 and below
- (1) A student in any grade below the 5th grade may not use a personal electronic device during the school day unless the student receives direct permission from a staff member to use the device at that time. A staff member may authorize such use in connection with a specific school-related and school-supervised

activity or as a supplement to classroom instruction (e.g., e-readers can be used during classroom reading time).

- (2) When an elementary student has not received permission to use his/her device, the device should be turned off and put away at all times during the school day.

p. Additional BYOD Provisions Specific to Students in Grades 5 through 8

(l) Personal electronic devices may be used in the classroom or during a student's participation in organized school activities only with the advance approval of the teacher, activity supervisor, or an administrator.

- (2) Students wishing to use a personal electronic device for any instructional or other authorized purpose (including limited personal use) during the school day, but while not in class or while not participating in an organized school activity, must obtain advance approval from a teacher or administrator. A student obtaining such permission shall limit his/her use of the device to the approved time, location, and purpose.

q. Additional BYOD Provisions Specific to High School Students

- (1) Personal electronic devices may be Used in the classroom or during a student's participation in organized school activities only with the advance approval of the teacher, activity supervisor, or an administrator.
- (2) Unless otherwise directed by a District staff member, high school students may engage in instructional and/or limited personal use of a personal electronic device when the student is neither attending a class nor participating in an organized school activity, provided that (1) the use does not interfere with and is not likely to disrupt any student's education or any school-related activity; (2) the

use does not unduly burden the District's netWork resources or materially interfere with others' Use of the network; and (3) the use imposes no tangible costs to the District.

8. REPORTING STUDENT/PARENT CONCERNS, MISUSE, OR OTHER POSSIBLE VIOLATIONS OF ACCEPTABLE USE

- a. Any time a student feels unsafe, victimized, or in any way uncertain about a situation involving the use of District technology resources by any person, the student (or his/her parent or guardian) should immediately contact a teacher or an administrator.
- b. Students are required to report and provide to a teacher or administrator any electronic communication that they receive while Using a District-provided email account, or using any District-provided electronic software, program, application or platform if any of the following apply:
 - (1) The communication is from an unknown SOI-JrCe and either contains inappropriate content, asks the student to respond, or requests the student to reveal personal information;
 - (2) The content of the communication is defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually explicit, or obscene;
 - (3) The communication represents an attempt to bully, harass, or intimidate another person; or
 - (4) The content of the communication represents an attempt to facilitate or encourage any violation of the law or school rules.
- c. A student may report to any teacher or to the building principal or any other administrator any concerns about possible violations of the policies, rules, regulations and directives that govern the acceptable, safe, and responsible use of the District's technology-related resources.
- d. If a student has a concern that any District technology equipment, network, or system may have a security vulnerability, or that any breach of security may have occurred, the student shall report the issue to a teacher or to the building principal or any other administrator. The student should not demonstrate the potential security problem to anyone other than to the person to whom they report the concern.
- e. If a student or parent or guardian has a concern that any content that is available through the Internet is (1) appropriate material that is currently being blocked or filtered, or (2) harmful or inappropriate material that is not being blocked or filtered, the individual may report that concern to the student's building principal. The District will review the issue and report back to the person making the report.

STUDENT ACCEPTABLE USE OF TECHNOLOGY RULES

341.4

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