



Subject: Remote Internet Access

Approved By: Board of Directors

Policy: 6005.1

SHASTA SPRINGS CHARTER SCHOOL

Effective Date:

Revised Date:

LIBERTY SPRINGS CHARTER SCHOOL

Effective Date:

Revised Date:

I. Policy

It is the policy of the charter school to provide either a wireless internet connection device or, alternatively, an Internet Stipend to employees who are required to access the internet outside the charter school's existing local area network ("LAN") in order to perform the critical functions of their position.

This policy sets forth the charter school's criteria to determine whether an employee is qualified to be assigned a wireless Internet device ("MiFi") or a stipend to offset the necessary and reasonable costs the employee likely incurs.

Seven general categories of positions, as set forth in Section II, qualify for an internet stipend and/or a MiFi unit to support the employee's critical job functions. Those are "Senior Leaders", "Education Specialists", "Homeschool Collaborative Teachers", "Homeschool Leaders", "Virtual Teachers", "Field Personnel", and "Designated Personnel."

The Senior Director of HR or their designee shall determine the eligibility of a position for a stipend and/or MiFi unit based on the criteria set forth in Section III.

The IT Department shall perform the purchasing, tracking and management of MiFi units, and implement the inventory controls necessary for the proper management of MiFi units assigned under this policy as set forth in Section IV.

The Business Department will monitor the costs of the stipends and of the MiFi units assigned under this policy for their overall financial impact and effectiveness and identify and report any instances of abuse or ineffective application of this policy as set forth in Section V.

The amount of the stipend under this policy shall be reviewed annually by the charter school's Business Department and shall be adjusted as set forth in Section VI.

II. Eligibility

The Internet Stipend and/or school-owned MiFi units will be provided only to the following positions based on their critical job functions, which exceed the ability of the charter school's existing LAN.

- A. **Superintendent, Assistant Superintendents, and Senior Directors ("Senior Leaders")** — Due to the scope of their responsibilities, extensive travel requirements and the need for reliable, continuous communication, these positions are entitled to both the Internet Stipend and a MiFi unit.
- B. **Education Specialists, ("ES") and Homeschool Collaborative Teachers ("HCT")** are entitled to either an Internet Stipend or, alternatively, a MiFi unit, in order to perform their quasi-remote, teaching functions.
- C. **Homeschool Directors, Homeschool Principals ("Homeschool Leaders") and Virtual Teachers ("VT")** are entitled to the Internet Stipend and a MiFi unit because the charter school requires these positions to have an internet connection outside the school's LAN and a backup in the event that their local internet connection is lost in order to continue their instructional activities with students.
- D. **Field Personnel** — Positions owing to the nature of their critical job functions, require work to be performed outside the charter school's LAN for extended periods of time, and/or positions that routinely require availability for emergency service requests by the charter school, are eligible for either an Internet Stipend or a MiFi unit as determined in Section III.

- E. **Designated Personnel** — Positions whose critical job functions can only be performed outside the charter school’s LAN are entitled to an Internet Stipend or a MiFi Unit, but not both, as set forth in Section III.

NOTE: An employee who voluntarily elects to work from home, but is otherwise assigned to work at a site in the charter school and has access to the school’s LAN, is not eligible for either an Internet Stipend or a MiFi unit.

III. HR Department Responsibilities

The Senior Director of HR, or their designee, shall determine if a position identified in Section II, classified as either being Field Personnel or Designated Personnel, requires either a stipend, a MiFi unit or both and notes the same on the Position Control System Equipment Master (“PCS”) based on the following criteria:

- A. A critical job function of the position requires Internet access that cannot be supported by the charter school’s existing Internet; and
- B. Where, the employee holding the position has internet access, and there is no need for a backup to that access, the charter school shall pay the stipend.
- C. Where the employee holding the position does not have internet access, the charter school shall provide a MiFi unit.
- D. Where the position requires both a stipend and a MiFi unit, that there is a critical need for an internet connection outside the school’s LAN and a need for a backup in the event that the employee’s local internet connection is lost in order to continue their instructional activities with students.

Human Resources will notify those employees holding the positions identified in Section II of their eligibility for an Internet Stipend and/or a school-issued MiFi unit during their onboarding or when a position change occurs. Eligibility for a stipend and/or a MiFi unit shall be noted in the PCS. Any request for exceptions to the PCS shall be made to Cabinet via a Cabinet Hiring Form.

Except for Senior Leaders, Homeschool Directors, Homeschool Principals, Virtual Teachers and positions where the Senior Director of HR or, their designee, has determined that the position qualifies for both a MiFi and a stipend pursuant to

subsection D, above, employees holding Field Personnel or Designated Personnel positions are only eligible for either an Internet Stipend or a MiFi unit, but not both.

The HR Department shall verify that the Payroll Department has the proper notification that an employee is qualified to receive an internet stipend. The stipend will be included in the employee's paycheck and is subject to applicable taxes.

IV. IT Department Responsibilities

To ensure consistent tracking and management of the MiFi unit, the Senior Director of the IT Department shall verify that the purchasing, distribution, and maintenance responsibilities for all MiFi units shall be centralized within the IT Department. All MiFi units issued under this policy shall remain the property of the charter school.

V. Business Department

The Business Department will review monthly school MiFi service statements to identify unusual or non-compliant charges, excessive data usage, or non-work-related international usage.

VII. Annual Review of Stipend

The Internet Stipend will be reviewed and adjusted annually by the Business Department to verify that it is a reasonable estimate of fifty percent (50%) of the monthly charge of a typical home internet connection within California.

VIII. Responsibilities of Employees Assigned MiFi Units

Employees who receive a school-issued MiFi unit are expected to maintain the device in good condition and use it in accordance with school policies. Use of the MiFi unit shall be strictly for charter school business of the employee. Misuse of any school-issued technology, including but not limited to the MiFi unit, may result in disciplinary action or revocation of the device.

The employee assigned a MiFi unit understands and agrees that all data received or transmitted through or retained on the MiFi unit is property of the charter school and may be accessed with or without notice to the employee assigned the unit.

The MiFi unit, and any replacement of that unit, must be requested by the employee through the IT Department using the Help Desk Request process. Direct purchases by employees are not permitted unless expressly authorized by both the IT Department and the employee's supervisor.

When an employee separates from the school, it is the responsibility of the employee who is assigned the MiFi unit to make certain the unit is returned to their immediate supervisor promptly by their final day with the charter school.