

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, April 27, 2015
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of March 30 Meeting Minutes
- III. Policy
 - Policy #4118.5 Personnel – FPS Acceptable Use Policy
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items:
 - Policy #4240 Personnel – Electronic Mail
 - Policy #3552 Business – Lending School-Owned Equipment

Future Mtg. Dates and Times: All meetings held on **Monday unless otherwise noted, May 11, June 1, June 15, August 31, September 21, September 28, October 12, November 9, November 30, 2015.**

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
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Policy Committee Meeting

Monday, March 30, 2015
4:15 p.m.

MINUTES

- I. Call to Order – The meeting was called to order at 4:55 by the Chair, Jennifer Kennelly. Also in attendance were John Convertito and Donna Karnal, committee members, and Karen Parks representing the FPS administration.

- II. Policy
 - Policy #5314 Students – Smoking
 - Policy #4220 Personnel – Smoking by School EmployeesBoth policies were discussed with minor changes made to the proposed language. Both policies were move to the next Board of Education Meeting for a first read by a vote of 3:0:0.

- III. Open Discussion/Public Comment - none

- IV. Adjournment – 5:55 pm

- V. Future Items:
 - Policy #5225 Students – Requirements for Graduation
 - Policy ##3270.2 Business - Grants
 - Policy #4240 Personnel – Electronic Mail
 - New policy request for Monthly Financial Reporting to BOE

Future Mtg. Dates and Times: All meetings held on **Monday unless otherwise noted, April 27, May 11, June 1, June 15, August 31, September 21, September 28, October 12, November 9, November 30, 2015.**

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Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOL PERSONNEL

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Purpose

~~The purpose of policy is to provide common standards for the use of Fairfield Public Schools electronic communications by all employees for within Fairfield and across state and national boundaries. This policy has been developed to make users aware of acceptable uses of the Fairfield Public Schools **computer network** and of prohibited or unacceptable uses.~~

Policy Compliance

~~This *Acceptable Use Policy* includes a set of guidelines for using the Fairfield Public Schools computer network. It applies to users accessing other networks, including the Internet, through the network. Unacceptable uses occurring on other networks are a violation of the *Acceptable Use Policy*.~~

General Principles for Use

~~Use of Fairfield Public Schools Network must be consistent with the mission and goals of The Fairfield Public Schools.~~

~~The network is a school district resource, and use thereof is subject to the same rules as other school district resources. Personal use of the network for work not related to Fairfield School District is limited in scope to occasional use. Each individual with Fairfield Public Schools' network access is responsible for controlling its use.~~

- ~~1. All federal and state laws concerning computers, networks, and personal conduct apply when using Fairfield School Districts' computing resources. Users are accountable for their conduct under applicable District policies, procedures, and collective bargaining agreements. Users must act responsibly, respecting the rights of other users, maintaining the security of network resources, preserving the integrity of data, and complying with all pertinent licensing and contractual agreements. Responsible behavior also includes common sense preventive measures such as checking all downloaded files for computer viruses, and reporting suspected or potential security violations to management. Established internal~~

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General Principles for Use (continued)

- ~~publishing policies, regulations, standards and guidelines used for traditional paper publishing are generally applicable to all forms of online publishing. Web page and other online document publishers are responsible for the content of the pages they publish and are expected to abide by the highest standards of quality and responsibility.[†]~~
- ~~2. Information accessed through the District network should be viewed as proprietary (i.e., subject to copyright laws, trademarks, etc.) unless specifically stated otherwise, *in writing*, by the owners or holders of rights.~~
 - ~~3. The downloading of any software products via the District network may be subject to licensing and contractual agreements.~~
 - ~~4. E-Mail messages are considered public records and are therefore legally discoverable and subject to record retention policies.~~
 - ~~5. The content of files or services made available through the District network is the responsibility of the persons originating them and the department for which they work. It is the district's responsibility to make these individuals aware of all applicable Federal laws, State laws and agency policies and to review content for compliance with them.~~
 - ~~6. As a user of the Fairfield Public Schools' Network, you may access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. Actions allowed on one network may be forbidden on other networks. It is the user's responsibility to abide by the policies and procedures of these other networks.~~
 - ~~7. The network is a shared resource and users must be mindful of the impact their activities have on network resources and other users.~~
 - ~~8. As a user, it is important to identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.~~
 - ~~9. Users should be aware that commercial service providers are not required to provide notification when fees are charged for services. Incurring such fees is subject to the Fairfield Schools' purchasing procurement procedures.~~

[†]Website and Home Page Development — 6416R

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Encouraged Uses

The Fairfield Public Schools computer network is intended to provide a means for appropriate educational activities and support services. The district grants access to the network and the Internet by users only for educational activities authorized under the guidelines, procedures, and specific limitations contained in this document and other supporting district policies. All e-mail messages sent or received by personnel of the Fairfield Public Schools shall be retained in electronic form through the use of the district's electronic back-up system. E-mail messages sent or received by personnel of the Fairfield Public Schools pertaining to specific students or containing personally identifiable student information shall be maintained as part of the educational records of the individual student in question and disclosed to parents and eligible students upon request as part of the student's educational record. All personnel shall restrict use of e-mail concerning students to information that would otherwise be transmitted in writing by memorandum and maintained as part of the student's permanent educational record. All personnel shall restrict use of e-mail on subjects other than students to information that is appropriate for maintenance in the district's permanent and publicly available records and information. E-mail communications are not transient in nature and no message shall be sent by e-mail that is in the nature of a voice or telephone communication. E-mail messages concerning particular students may be sent outside of the Fairfield Public Schools (including messages to parents), consistent with the Family Educational Rights and Privacy Act (FERPA) only to secure, verified valid e-mail addresses, such that the message may be read only by the intended addressee. Such messages must be marked to identify the confidential nature of the communication and the obligation of the recipient to maintain the confidentiality of the information contained in the message. Suggested language is as follows "*Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s). If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Please note that messages may be subject to the Connecticut Freedom of Information Act and to the confidentiality provisions of the Family Education Rights and Privacy Act.*"

Unacceptable Uses

The employee is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

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Unacceptable Uses (continued)

- ~~1. The use of Fairfield Public Schools computer network for illegal or inappropriate purposes is prohibited. Illegal activities are violations of local, state, and/or federal laws and regulations². Inappropriate uses are violations of the intended use of the network, as defined in this document.~~
- ~~2. The District computer network is not to be used for unauthorized access to any computer system, application or service.~~
- ~~3. The District computer network is not for private, commercial purposes, such as business transactions between individuals and/or commercial organizations.~~
- ~~4. It is not acceptable to use the District network to interfere with or disrupt network users, services, or computers. Disruptions include, but are not limited to, distribution of unsolicited advertising, and propagation of computer viruses.~~
- ~~5. It is not acceptable to use or engage in acts that are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, broadcasting unsolicited mailings or other messages, creating unnecessary output or printing, or creating unnecessary network traffic.~~
- ~~6. The Fairfield Schools' network may not be used in support of a campaign for public office.~~
- ~~7. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;~~
- ~~8. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;~~
- ~~9. Any inappropriate communications with students or minors;~~
- ~~10. Any use for private financial gain, or commercial, advertising or solicitation purposes;~~

² ~~Connecticut General Statutes, Sec. 53a-251~~

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Unacceptable Uses (continued)

- ~~11. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or appropriate administrator.~~
- ~~12. Any communication that represents personal views as those of the school unit or that could be misinterpreted as such;~~
- ~~13. Downloading or loading software or applications without permission from the system administrator;~~
- ~~14. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;~~
- ~~15. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator for other designated administrator;~~
- ~~16. Any malicious use or disruption of the school unit's computers, networks and Internet services or breach of security features;~~
- ~~17. Any misuse or damage to the school unit's computer equipment;~~
- ~~18. Misuse of the computer passwords or accounts (employee or other users);~~
- ~~19. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;~~
- ~~20. Any attempt to access unauthorized sites;~~
- ~~21. Failing to report a known breach of computer security to the system administrator;~~
- ~~22. Using school computers, networks and Internet services after such access has been denied or revoked; and~~
- ~~23. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.~~

The above policy was adapted from the State of Connecticut Acceptable Use Policy Telecommunications Network, CAFE and the Town of Fairfield Acceptable Use Policy

Approved 2/24/2009

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Purpose:

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21st century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

Scope:

These guidelines apply to students, employees, contractors, consultants and visitors to BOE buildings, including all personnel affiliated with third party vendors. They apply to all technology equipment that is owned or leased by the BOE as well as any non-BOE owned equipment that may be connected to our network.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of technology resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using electronic media information resources.

To ensure that technology resources remain available and in working order, the Fairfield Public Schools has established **Acceptable Use (AUG) Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUG procedures and guidelines will be periodically reviewed, updated and distributed.

In order to initiate and maintain access to technology resources, all users must submit a signed *Acceptable Use Agreement* (detailed below), for which non-adherence may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUG are deemed as violations of school behavioral expectations and codes.

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Digital Citizen:

Fairfield Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- *Respects One's Self.* Users will select online names that are appropriate and will carefully consider the information and images that are posted online.
- *Respects Others.* Users will refrain from using technologies to bully, tease or harass other people.
- *Protects One's Self and Others.* Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- *Respects Intellectual Property.* Users will suitably cite any and all use of websites, books, media, etc.
- *Protects Intellectual Property.* Users will request to use the software and media others produce.
- *Publishes Responsibly.* Users will adhere to the Districts Publishing Guidelines.

Data Retention- Legal Discovery:

Email has become the universal communication tool for staff, students and parents. It is important to note that communications sent via email are subject to the same security and document retention laws as non-electronic correspondence. Therefore all official communication must be sent from a district email account. Similarly, the use of USB and portable storage devices and cloud storage areas is allowed in the district but care should be taken to properly secure data. Keep in mind that sending files to your personal equipment (data-enabled phone, USB drive, cloud drive or home computer) can make these devices discoverable in the event of a legal issue, so it is best practice to not use your personal equipment to transfer or store files.

Publishing Guidelines:

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

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- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of technologies. It is understood that all distributed content may be accessible beyond the Fairfield Public Schools Community and viewed by a global audience.
- All content must be age appropriate and will safeguard students by shielding the identification of students' personal information and locations. No student names or explicit identifiable information other than student ID numbers or initials are to be included in electronic communication or electronic postings (e.g. no student names).
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable or privately sponsored material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

Expectations:

Fairfield Public School Technology users are permitted to use the District's Technology Resources for legitimate educational purposes. Use of District Technology Resources and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, is expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each computer user of District Technology Resources and/or of a student's Personal Electronic Device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes *whether district or personally owned*, will be treated as extensions of the physical school space. Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these resources*. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's resources, including any incidental personal use permitted in accordance with these regulations. Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

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- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District’s educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- All technology users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

The district is establishing a “Bring Your Own Technology” program (“BYOT”). Based on curricular and/or communication needs, users may be given authorization to use their own equipment and allowed restricted access to the district network. The district is not responsible for the maintenance, repair, or replacement of any user owned equipment. Antivirus software/applications must be current. Wireless Internet use for curricular and/or school district communication activities on user owned equipment must be via the district’s filtered Internet portal.

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Policy Violations:

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Approved 2/24/2009

Revised and Approved _____

FPS Information and Communication Technologies – Electronic Mail
Acceptable Use Guidelines and Agreement

4118.5AR

By signing below, employees as DISTRICT TECHNOLOGY RESOURCE users agree to always adhere to the following standards and expectations for conduct:

- 1. Behave ethically and responsibly when using District Technology Resources.**
 - a. Refrain from utilizing proxy gateways or similar technologies to bypass the technology monitoring and filtering.
 - b. Handle technology resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized technology resources.
 - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.

- 2. Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
 - a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
 - b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
 - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
 - d. Refrain from using social network tools for personal use.

- 3. Respect the privacy of others and treat information created by others as the private property of the creator.**
 - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
 - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
 - c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district *Publishing Guidelines*.
 - d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
 - e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

I have read, understand, and agree to abide by the terms of the Acceptable Use Guidelines, Board Policies 3530, 4118.5, 4235, 4240, and 6417. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name: (print) _____

Date: _____

User's Signature: _____

School/Location: _____