

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee
of the
Trumbull Board of Education

Special Meeting

Long Hill Administration Building Conference Room
Monday, October 24, 2016 – 5:30 p.m.

AGENDA

	<u>Presenter*</u>	<u>Anticipated Action</u>
I. PRELIMINARY BUSINESS		
A. Call to Order / Introduction	ST	
B. Correspondence	ST	
C. Public Comment	ST	
II. REPORTS / ACTION ITEMS		
A. Approval of Minutes – Regular Meeting, September 21, 2016	ST	
B. Report, Administrative Designee	JB	
C. Board of Education Meeting Updates	ST	
a. September 27, 2016 Second Readings		
i. Reporting of Child Abuse, Neglect, and Sexual Assault, Policy Code 5141.1	ST	
ii. Policy Committee, Policy Code 9131	ST	
iii. Internet Filtering, Policy Code 6141.323	ST	
iv. Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools, Policy Code 6141.328	ST	
v. Student Network/Internet Use, Policy Code 6141.321	ST	
b. September 27, 2016 First Readings		
i. Confidentiality and Maintenance of Student Records, Policy Code 5125	ST	to BOE 2 nd Rdng. 11/15/16
ii. Student Data Protection, Policy Code 3520.13	ST	to BOE 2 nd Rdng. 11/15/16
iii. Selection of Instructional Material, Policy Code 6161.1	ST	to BOE 2 nd Rdng. 11/15/16
iv. Weighted Grades for Honors and Advanced Placement Classes Grades 9-12, Policy Code 6146.2	ST	to BOE 2 nd Rdng. 11/15/16
v. Eligibility to Attend Trumbull Public Schools, Policy Code 5111	ST	to BOE 2 nd Rdng. 11/15/16
III. POLICY REVIEW/DISCUSSION		
A. Staff Network/Internet Use, Policy Code 4118.5	JB	to BOE 1 st Rdng. 11/15/16

* ST: Suzanne Testani; JB: Dr. Jonathan Budd

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee
of the
Trumbull Board of Education

Regular Meeting

Long Hill Administration Building
Wednesday, September 21, 2016 – 5:30-7:00 p.m.

MINUTES

I. Preliminary Business

A. Call to Order / Introduction – The meeting was called to order by Ms. Testani at 5:31 p.m.

Members present

Suzanne Testani, Chair, BOE member
Lucinda Timpanelli, BOE member
Marie Petitti, BOE member
Jonathan S. Budd, Ph.D., administrative designee
Tammy Jacobellis, TEA representative (arrived 5:48)
Patricia Frillici, TAA representative (arrived 5:34)
Kristine Kely Murano, parent representative (arrived 5:32)
Cindy Katske, community representative (arrived 5:32)
Mary Pierson, community representative (arrived 5:40)
Carly Netting, student representative

Members absent

Jennifer Mottolese, parent representative
Bryan Woodward, parent representative
Connor Bailo, student representative

1 member of the Public

B. Correspondence – Dr. Budd conveyed the regrets of Ms. Mottolese and Mr. Bailo in being absent from the meeting. There was no other correspondence.

C. Public Comment – Susan LaFrance expressed concerns about aspects of the Bylaws policy on the meeting's agenda, particularly the section on electronic attendance at meetings and its potential impact on Board operations and full discussion of meeting items; she also asked if Policy Cmte. packets could be made available earlier than the required 48 hours.

II. Reports / Action Items

A. Approval of Minutes – Regular Meeting, August 10, 2016 – Ms. Frillici moved to approve the minutes; it was seconded by Ms. Testani, and unanimously agreed to

with the revision suggested by Ms. Katske to delete the next-to-last paragraph, which was inadvertently carried forward from the meeting prior to August 10.

B. Report, Administrative Designee – Dr. Budd read into the record the press release “Trumbull Board of Education Policy Committee Advisory Members Sought,” which was disseminated to the media on September 16, 2016, with a deadline of 5:00 p.m. on Friday, September 30, 2016, for applications for parent/guardian and community membership on the Committee. He noted that the application form is available on the District website and had been referenced at the prior Board of Education meeting by Board Chairman Chory.

C. Board of Education Meeting Updates

a. August 23, 2016 Second Readings – Dr. Budd noted that the Board approved the following four policies as presented at its August 23, 2016 meeting.

- i. Sexual Abuse Prevention and Education Program, Policy Code 5145.511
- ii. Reports and Records of School Transportation Safety Complaints, Policy Code 3541.5
- iii. Security Checks, Policy Code 4212.5
- iv. Copyright Law Compliance, Policy Code 6162.6

b. August 23, 2016 First Readings – Dr. Budd noted that the Board heard First Readings of the following four policies as presented at its August 23, 2016 meeting.

- i. Reporting of Child Abuse, Neglect, and Sexual Assault, Policy Code 5141.1
- ii. Policy Committee, Policy Code 9131
- iii. Internet Filtering, Policy Code 6141.323
- iv. ~~Student Possession and Personal Use of Electronic Devices and Protocol for the Use of Technology~~ Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools, Policy Code 6141.328
- v. Student Network/Internet Use, Policy Code 6141.321

The Board suggested no revisions, so these policies will be returned to the Board for Second Readings on September 27, 2016.

III. Policy Review/Discussion

A. The Bylaws of the Trumbull Board of Education, Policy Code 9312 – Dr. Budd explained that this policy revision came forward from the Board Bylaws Committee, and Ms. Timpanelli, member of that Committee, presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to suggest that Board Chairman Chory return the proposed policy revision to the Bylaws Committee for additional discussion.

- B. Confidentiality and Maintenance of Student Records, Policy Code 5125 – Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a first reading on September 27, 2016.
- C. Student Data Protection, Policy Code 3520.13 – Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a first reading on September 27, 2016.
- D. Selection of Instructional Material, Policy Code 6161.1 – Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a first reading on September 27, 2016, with suggestion for additional language clarifying aspects of the selection procedures.
- E. Weighted Grades for Honors and Advanced Placement Classes Grades 9-12, Policy Code 6146.2 – Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a first reading on September 27, 2016.
- F. Eligibility to Attend Trumbull Public Schools, Policy Code 5111 – Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a first reading on September 27, 2016.

Adjournment

Ms. Murano moved to adjourn the meeting at 6:40 p.m.; it was seconded by Ms. Katske, and unanimously agreed to.

POLICY OVERVIEW FORM

Policy Title: The Bylaws of the Trumbull Board of Education

Section: 9000 Category: Bylaws of the Board Code: 9312

New: Revision: X

Initiated by: Board of Education Bylaws Committee

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: At its September 13, 2016, meeting, the Board of Education Bylaws Committee voted to move this updated policy to the Policy Committee for review prior to its being forwarded to the full Board. The revision updates the Bylaws to conform with current best practices as suggested by CABE (Connecticut Association of Boards of Education).

State Statute if applicable: N/A

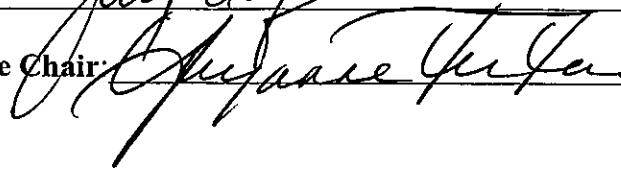
Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent:  Date: 9/20/16

Policy Committee Chair:  Date: 9/20/16

POLICY OVERVIEW FORM

Policy Title: Confidentiality and Maintenance of Student Records

Section: 5000 Category: Students Code: 5125

New: Revision: X

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: These proposed revisions update Policy 5125 based on current best practices and legal challenges related to student records. The proposed new language implements the suggestions of CABE (Connecticut Association of Boards of Education) in relation to all components.

State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: This proposed revision would include "Directory Information," and therefore current separate policy 5145.15 ("Directory Information") would be rescinded.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent: *Jerry Goff* Date: 9/20/16

Policy Committee Chair: *Shirleyanne Tertan* Date: 9/20/16

POLICY OVERVIEW FORM

Policy Title: Student Data Protection

Section: 3000 Category: Business & Non-Instructional Operations Code: 3520.13

New: X Revision:

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: This new policy is required based on Connecticut Public Act 16-189,
"An Act Concerning Student Data Privacy." The proposed new language implements the
suggestions of CUBE (Connecticut Association of Boards of Education) in relation to all
components.

State Statute if applicable: Connecticut Public Act 16-189

Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent:  Date: 9/20/16

Policy Committee Chair:  Date: 9/20/16

POLICY OVERVIEW FORM

Policy Title: Selection of Instructional Material

Section: 6000 Category: Instruction Code: 6161.1

New: Revision: X

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: Revisions to this policy incorporate current and best practices
related to the selection of instructional material, including developments in the acquisition of
digital learning resources since the time of the last revision of the policy (2005).

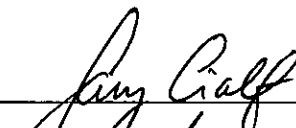
State Statute if applicable: N/A

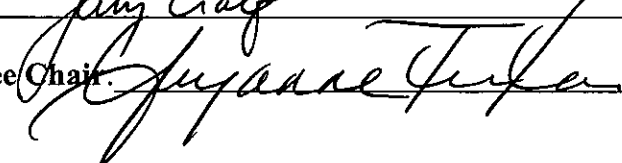
Summary of Actions Required by New Policy/Revision: Forms referenced in the
revised policy will be developed by the Director of Curriculum, Instruction, and
Assessments and the Director of Digital Learning.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent:  Date: 9/20/16

Policy Committee Chair:  Date: 9/20/16

POLICY OVERVIEW FORM

Policy Title: Weighted Grades for Honors and Advanced Placement Classes Grades 9-12

Section: 6000 Category: Instruction Code: 6146.2

New: Revision: X

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: Revision to this policy conforms it to current practice as articulated in recent THS Student Handbooks, including the current one.


State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: N/A.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent:  Date: 9/20/16

Policy Committee Chair:  Date: 9/20/16

POLICY OVERVIEW FORM

Policy Title: Staff Network/Internet Use

Section: 4000 **Category:** Personnel – Certified and Non-Certified **Code:** 4118.5

New: **Revision:** X

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 **Email:** buddj@trumbullps.org

Need for New Policy/Revision: These proposed revisions updated Policy 4118.5 based on current
best practices for network/Internet use by staff. The proposed new language implements the
suggestions of CABA (Connecticut Association of Boards of Education).

State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent: _____ **Date:** _____

Policy Committee Chair: _____ **Date:** _____

4118.5/Staff Network/Internet Use

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified
and Non-Certified**
POLICY CODE: **4118.5/Staff Network/
Internet Use**

STAFF NETWORK/INTERNET USE

Policy Statement

The Trumbull Board of Education recognizes the educational value of technology and the benefits of its availability in the schools and, therefore, provides staff access to interconnected computer systems within the District and to the Internet, and encourages its use. The purpose of this privilege is to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. With this educational opportunity comes the responsibility to protect the safety and welfare of the staff and students.

Employees are to utilize the schools' computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

It is the policy of the Board of Education that any employee who violates this policy and/or rules governing use of the schools' technology resources will be subject to disciplinary action. Illegal use of the resources will also result in referral to law enforcement authorities.

All District technology resources remain under the control, custody, and supervision of the facility in which they are housed. The supervisor of the facility reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

All staff upon employment are required to sign ~~an acknowledgement form (Appendix A) stating that they have read this policy and the accompanying regulations~~ a Staff Network/Internet Use Agreement. The acknowledgment form will be retained in the employee's personnel file.

Adopted: 8/6/2002
Revised: 8/9/2003, 4/12/2005,
11/11/2009, ?/?/2016

References

- Public Law 94-553
- 18 U.S.C. §2256
- 18 U.S.C. §2510 et seq. Electronic Communications Privacy Act
- Trumbull Board of Education Policy Code 3520.13: Student Data Protection

4118.5/Staff Network/Internet Use

- Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- Trumbull Board of Education Policy 4118.4: Electronic Monitoring of the Workplace
- Trumbull Board of Education Policy 5125: Confidentiality and Maintenance of Student Records
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.4: Sexual Harassment of Students
- Trumbull Board of Education Policy Code 5131.91: Hazing
- Trumbull Board of Education Policy Code 5131.911: Bullying and Teen Dating Violence Prevention and Intervention
- Trumbull Board of Education Policy Code 6141.321: Student Network/Internet Use
- Trumbull Board of Education Policy Code 6141.323: Internet Filtering
- Trumbull Board of Education Policy Code 6141.328: Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools
- Trumbull Board of Education Policy Code 6161.1: Selection of Instructional Material

4118.5/Staff Network/Internet Use

Regulations

I. Guidelines for General Use

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. The District recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

- A. Primary use of the Internet, electronic services, or any telecommunications network must be in support of educational objectives or research. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.
- B. Any electronic mail account shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their accounts.
- C. All communications and information accessible via a network should follow guidelines for privacy in electronic communications.
- D. Any use of the District's computing resources or networks for illegal or inappropriate purposes, for accessing materials that are objectionable in a public school environment, or for supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Engagement in illegal activities shall be considered a violation of the intended use of the resource or network. Inappropriate use shall be considered a violation of the intended use of the resource or network. "Objectionable" is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials.
- E. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others is prohibited.
- F. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
- G. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject the user to additional disciplinary action including, but not limited to, termination.

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- H. The Superintendent shall designate a “District Internet Administrator,” who will have responsibility for implementing this policy, establishing procedures, and supervising access privileges.

Comment [T1]: These Guidelines mirror the ones recently adopted for Policy 6141.321, “Student Network/Internet Use.”

II. General Guideline for Staff Use

Access to School Computers, Networks and Internet Services

The level of access that employees have to school technology resources ~~is~~ will be based upon specific employee job requirements and needs.

III. General Guidelines for Staff Acceptable Use

- ~~1. Educational Purposes—including, but not limited to, research, communication, lesson preparation and record-keeping.~~
- A. Educational Purposes: The District is providing staff access to its computer networks and the Internet primarily for educational purposes. If there is any doubt on the part of a user about whether a contemplated activity is educational, the activity should not be engaged in until the Principal or his/her designee makes a determination as to its instructional value.
- ~~2. Personal use—Incidental personal use is permitted as long as such use does not interfere with the employee’s job duties and performances, with system operations, or other system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communication.~~
- B. Personal Use: Incidental personal use of school computers is permitted as long as such use does not interfere with the employee’s job duties and performance, with system operations, or with other system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communications.
- ~~3. Administrative use—performance of administrative activities as required in the employee’s job description.~~
- C. Administrative Use: An employee’s job description may require the performance of administrative activities requiring use of school computers.
- ~~4. Users will check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quota. Users will subscribe only to discussion group mail lists that are relevant to your job, your education or career development.~~
- D. All staff using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws must be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- E. The use of electronic mail may be required for the fulfillment of an employee’s job responsibilities. All District electronic mail systems are owned by the District and are intended for the purpose of conducting official District business only. District electronic mail systems are not intended for personal use by employees of

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the District. Employees should have no expectation of privacy when using the electronic mail systems.

- F. Subscriptions to Listservs, news groups, bulletin boards, social networks, and any other on-line promotional services will be subject to review and approval by District staff.
- G. All users MUST log off when leaving a machine. During the day, when out of sight of their his/her terminal, all staff an employee must log off the his/her terminal or lock the workstation. At the end of the day, all staff the employee must log off his/her terminal and shut down the computer, unless otherwise directed by the Technology Department. Leaving a terminal unsecured is considered among the most severe potential breaches of system security.

Comment [T2]: New "D," "E," and "F" are intended to be clearer than old "4," "D" and "F" also mirror the recently adopted Policy 6141.321, "Student Network/Internet Use."

IV. General Guidelines for Staff Unacceptable Use

The employee is responsible for his/her actions and activities involving school technology resources 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:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violation of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually offensive;
3. Any inappropriate communications to minors;
5. Any use for private financial gain, or commercial, advertising or solicitation purposes;
6. 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;
7. 'Spamming' is classified as Misuse of Service. Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files. Frivolous e-mails can contain a script that can send back not only your address but also your entire

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~~address book. Spam uses school facilities, time, bandwidth, and resources to carry all this unsolicited information.~~

- ~~8. Any communication that represents personal views as those of the school/District or that could be misinterpreted as such.~~
 - ~~9. Downloading or installing software unless it is directly related to curriculum topics without approval from the Curriculum/Technology Department. If any staff members would like software installed a Technology work order must be completed.~~
 - ~~10. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;~~
 - ~~11. Sending mass e-mails to school users or outside parties for non-school purposes without the permission of a building administrator;~~
 - ~~12. Any malicious use or disruption of the schools technology resources or breach of security features;~~
 - ~~13. Any misuse or damage to the schools technology resources;~~
 - ~~14. Misuse of the computer passwords or accounts (employee or other users);~~
 - ~~15. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;~~
 - ~~16. Any attempt to access unauthorized sites;~~
 - ~~17. Failing to report a known breach of computer security to a building administrator;~~
 - ~~18. Using school computers, networks and Internet services after such access has been denied or revoked; and~~
 - ~~19. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.~~
 - ~~20. No personal equipment will be connected to the Trumbull Public Schools network (i.e., laptops, etc.).~~
- A. Neither Trumbull's instructional network nor Internet access is to be used for commercial business use, political or religious advocacy purposes, or to execute a commercial transaction not related to school business.
 - B. The following uses of the network are prohibited unless the staff member is given express permission prior to any given instance of engagement:

Comment [T3]: These deletions from the current version of the Policy have been replaced below with relevant language recommended by CABE, and presented in the structure recommended by CABE.

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- i. Installing programs, games, or any digital learning resources in violation of Board of Education Policy 6161.1, "Selection of Instructional Material."
 - ii. Accessing any executable file from external sources (e.g., thumb drives, floppy discs, CD's, DVD's, hard drives, Internet).
 - iii. Unauthorized logging in under a user name that is not the staff member's own, unless the staff member is accomplishing a District-defined educational goal (e.g., assisting students with logging in under their own user names).
 - iv. Tampering with or defacing existing hardware, software, or system configurations in any manner, including, but not limited to, disconnecting wires or peripherals, removing parts of the keyboard, or unauthorized shut-down.
 - v. Using unauthorized equipment on the Trumbull Public Schools network.
- C. The following uses of the Internet are prohibited:
- i. Accessing materials inappropriate for minors (i.e., those that are obscene, pornographic, harmful to minors, etc.).
 - ii. Transmitting materials inappropriate for minors.
 - iii. Violating the law or encouraging others to do so.
 - iv. Causing harm to others or damaging others' property. Examples of such include, but are not limited to, defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in "hacking" activities.
 - v. Jeopardizing the security of outside networks on the Internet.
 - vi. Sending material critical of or which may be threatening or harassing to school administrators, teachers, staff, students, or anyone associated with the school District, or using the network or the Internet to threaten or harass others.
 - vii. Employees are expected to use appropriate judgement and caution in electronic communication concerning students and staff to ensure that personally identifiable information remains confidential. Regulations related to confidentiality and maintenance of electronic student records are detailed in Board of Education Policy 5125, "Confidentiality and Maintenance of Student Records." Regulations related to student data protection are detailed in Board of Education Policy 3520.13, "Student Data Protection."

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- vii. Intentionally bypassing Internet filters.
- viii. Any communication that represents personal views as those of the school/District or that could be misinterpreted as such.
- ix. Failing to report inappropriate usage and/or a known breach of computer security to the appropriate administrator.
- x. Using school computers, networks, and Internet services after access has been denied or revoked.
- xi. Deletion, erasure, or other concealment of any information stored on a school computer that violates these rules, or attempt to delete, erase, or otherwise conceal any such information.

D. Users will not engage in "Spamming" (which will be considered Misuse of Service). Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files. Frivolous e-mails can contain a script that can send back not only one's address but also one's entire address book. Spam uses school facilities, time, bandwidth, and resources to carry all this unsolicited information. ISPs or other third parties, whose resources are often hijacked to send the spam, are forced to handle the barrage of angry complaints directed to forged addresses, sometimes incurring costly interruptions of service as overloaded servers are brought back online.

E. If inappropriate usage is encountered it must be reported by the individual who is responsible for supervising the student at that time to the appropriate administrator.

V. Network Etiquette

A. All users must abide by the rules of network etiquette, which include:

- i. Be polite. Use appropriate language, meaning no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- ii. Avoid language which may be offensive to others. Distribution of jokes, stories, or other material which is based on slurs or stereotypes relating to race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws is absolutely prohibited.

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- iii. Do not assume that a sender of e-mail is giving his/her permission for his/her message to be forwarded or redistributed or his/her e-mail address to be shared.
- iv. Make the most efficient use of the network resources to minimize interference with others.

Comment [T4]: This best-practice language is recommended by CABE.

VI. Monitoring

The Board of Education retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The Board of Education reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.
The Board of Education reserves the right to monitor staff usage of its computer terminals and portable electronic devices and all applications available. The means of monitoring may include, but are not limited to, supervision, electronic means, security cameras, and computer software. There should be no expectation of privacy on the part of any user and therefore no recourse if a user is caught misusing the system.

Comment [T5]: This adjustment is a modest one to align with CABE's current recommended language on this topic.

VII. Staff Responsibility for Student Network/Internet Usage

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator. All employees are responsible for knowing Board of Education Policy 6141.321, "Student Network/Internet Use," and for ensuring their and their students' compliance with that policy.

VIII. Penalties for Inappropriate Use

- A. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject the user to additional disciplinary action including, but not limited to, termination.
- B. Damage caused to other networks accessed will subject the user to the same disciplinary action as damage to the Trumbull Network/Internet.
- C. The employee ~~shall~~ may be responsible for any losses, costs, or damages incurred by the District related to violations of District policy or these regulations for which ~~they~~ are he/she is directly responsible.
- D. The Board of Education assumes no responsibility for any unauthorized charges made by employees including, but not limited to, credit card charges, subscriptions, long-

4118.5/Staff Network/Internet Use

distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Failure to Adhere to Policy Regarding Network Security

● ~~1st offense~~

~~The employee will receive an email warning from the Technology Department with his/her supervisor on copy restating consequences.~~

● ~~2nd offense~~

~~The employee's account will be disabled (including email). Any required administrative tasks will have to be performed on an office terminal. The employee's account will be reactivated only after his/her supervisor contacts the Technology Department reporting that discussion was held regarding the severity of the problem and further consequences explained.~~

● ~~3rd offense~~

~~The employee's account will be disabled. The employee must meet with the Assistant Superintendent before account is reinstated.~~

● ~~4th offense~~

~~The employee's account will be disabled (including email) until his/her administrator contacts Personnel Department and Personnel advises Technology as to the status of the account. Also, a letter of reprimand will be added to the employee's personnel file.~~

~~The Trumbull School District reserves the right to issue more serious discipline, up to and including termination, and/or make a police referral, where the violation is of a serious nature.~~

IX. Permission to Access Network

~~Each employee authorized to access the schools' computers, networks and Internet services is required to sign Appendix A acknowledging that they have read and understood this policy and regulations. The acknowledgement form will be retained in the employee's personnel file.~~

All staff upon employment are required to sign an acknowledgement form (Appendix A) stating that they have read this policy and the accompanying regulations a Staff Network/Internet Use Agreement. The acknowledgment form will be retained in the employee's personnel file.

X. Documentation

Forms to support the implementation of this policy will be developed and reviewed periodically by the District Internet Administrator.

Trumbull Public Schools
STAFF NETWORK/INTERNET USE AGREEMENT

Acknowledgment of Receipt

By signing below, I hereby acknowledge receipt of Trumbull Board of Education Policy 4118.5, "Staff Network/Internet Use," and Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use."

As an employee of the Trumbull Public Schools, I have read both Trumbull Board of Education Policy 4118.5, "Staff Network/Internet Use," and Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use," and I accept responsibility to abide by these policies and their regulations, including being diligent in supervising student use of any Trumbull Public Schools network services and equipment.

I understand that any conduct that is in conflict with these policies and their responsibilities may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject me to additional disciplinary action including, but not limited to, termination.

Employee Signature _____ Date _____

Printed Name of Employee _____

Staff Network/Internet Use
Access Agreement for Employees

Name _____ School _____

As an employee of the Trumbull Public Schools, I have read the Staff Network/Internet Use, Policy Code: 4118.5 and I accept responsibility to abide by this policy and regulations. I agree:

- ~~To ensure my use of any Trumbull Public Schools network services and equipment complies with all aspects of the Staff Network/Internet Use, Policy Code: 4118.5 and all other Board policies.~~
- ~~To be diligent in supervising student use of any Trumbull Public School network services and equipment and ensure, to the best of my ability, compliance with the Student Network/Internet Use, Policy Code: 6141.321.~~

~~I understand that any conduct that is in conflict with these responsibilities is unacceptable and such behavior will result in the termination of access and possible disciplinary action as follows:~~

- ~~1st offense –~~
The employee will receive an email warning from the Technology Department with his/her supervisor on copy restating consequences.
- ~~2nd offense –~~
The employee's account will be disabled (including email). Any required administrative tasks will have to be performed on an office terminal. ~~The employee's account will be reactivated only after his/her supervisor contacts the Technology Department reporting that discussion was held regarding the severity of the problem and further consequences explained.~~
- ~~3rd offense –~~
The employee's account will be disabled. The employee must meet with the Assistant Superintendent before the account is reinstated.
- ~~4th offense –~~
The employee's account will be disabled (including email) until his/her administrator contacts Personnel Department and Personnel advises Technology as to the status of the account. Also, a letter of reprimand will be added to the employee's personnel file.

~~The Trumbull School District reserves the right to issue more serious discipline, up to and including termination, and/or make a police referral, where the violation is of a serious nature.~~

Employee Signature _____ Date _____