

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE: July 7, 2020
TIME: 6:45 P.M.
PLACE: By Zoom Virtual Meeting

To join Zoom Meeting

<https://zoom.us/j/95748854337?pwd=SVFPO1NreTZ6ckpjdjI5dkhaZUt4Zz09>

Meeting ID: 957 4885 4337

Password: 084549

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. Call to Order

2. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion and Possible Action

A. Policies for Review:

1. 6141.321-4118.4-4218.4 Responsible Use of Technology, Social Media, and District Network Systems
2. 9320 Meetings of the Board
3. 9325 Meeting Conduct

4. Items for Information and Discussion

A. Title IX policies and regulations

5. Public Comment

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such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

6. Adjourn

**Sub-Committee Members: Angela C. Chastain, Chairperson
Wendy Faulenbach
Tammy McInerney
Cynthia Nabozny**

**Alternates: Joseph Failla
Brian McCauley**

FOR SECOND REVIEW

COMMENTARY: The new Appendix C is a proposed form agreement for the District to use in connection with its distribution of technology devices (Chromebooks, wifi hotspots, power-cords, etc.) to students for home and school use. The intent of this agreement is to make clear to parents/guardians and students that such technology devices are District property on loan to the student. In this draft of this proposed agreement, parents/guardians (and students) are required to acknowledge that they will be financially responsible for repairs and replacement technology devices for intentional and unintentional acts.

This issue raises a number of thorny legal (and other) questions. What happens if a student accidentally drops their Chromebook? Is the district really going to require a parent/guardian to pay for a replacement? What if a parent/guardian refuses to pay for accidental or even intentional damage altogether or refuses to sign any agreement? Is the District prepared to deny a student a Chromebook in such circumstances? Can a student access District-provided educational resources without a Chromebook? What about now in the era of COVID-19 distance learning? What if the family is of limited economic means? Should there be a special income-based exception? If so, the parameters should probably be delineated in Board policy otherwise administrators will be required to make difficult case-by-case determinations and it will be almost impossible to maintain consistency. The revised language in the policy says parents/guardians “may” be charged for a replacement, but legal counsel would recommend stronger language if that is how the Board wants to go.

Under Connecticut law there is no legal entitlement to District-provided technology for a student’s home use. Conn. Gen. Stat. § 10-228 provides that students are entitled to free textbooks and other learning supplies and materials but “subject to such rules and regulations as to their care and use as the board of education provides.” Moreover, Conn. Gen. Stat. § 10-221(c) says that boards of education may charge pupils for damaged educational materials and may impose sanctions such as withholding grades, transcripts, etc. until payment is made.

While these statutes are on the books there is no case law interpreting them and it is unclear how these statutes would be interpreted in a COVID-19 distance learning world. If lessons, assignments, messages from a student’s teacher, etc. are all hosted on a Google Classroom platform and the only realistic way to access such information remotely is with a Chromebook then a student’s Connecticut constitutional right to a free, public school education may be implicated if the student is denied a Chromebook. The changes to the policy itself and other appendices, in addition to the newly proposed Appendix C, are largely clean-up.

Reflecting additional Board discussion, strikethroughs have been added in green to the Technology Devices Loan Agreement, Appendix C.

6141.321(a)
4118.4/4218.4

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

Overview

The New Milford Public Schools Board of Education provides students, staff and community members with access to a large variety of technology and network resources which provide multiple opportunities to enhance learning within the school district network and on the Internet. Communication within the school district, the community and global entities are encouraged as part of 21st century skills. All learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. However, all users must exercise appropriate and responsible use of District technology and information systems. Users include anyone authorized by the administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The District technology infrastructure is defined as all technology related resources, including but not limited to; software, hardware, cabling and connections that provide access to resources, including the ~~Internet~~ internet. ~~District devices as well as personal devices are subject to the guidelines when using the district network or representing the district in communications.~~ District-owned technology devices must be used in accordance with this policy and its accompanying administrative regulations at all times. Personal devices must be used in accordance with this policy and its accompanying administrative regulations whenever the user is accessing the District's network or representing the District in communications. The District maintains content filtering devices and software programs that control access to internal network or internet resources and meet the Federal federal standards established in the Children's Internet Protection Act. (CIPA) Such technology protection measure measures shall be in operation during any use of computers or other electronic devices with Internet internet access. However, it is recognized that this measure these measures alone is are no guarantee that users will not be able to find Internet internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet internet resources lies with the user.

Digital Citizen

Definition: ~~"Self-monitored participation that reflects conscious interdependence with all (visible and less visible) community members."~~

A responsible digital citizen is one who:

- A. Respects one's self:
 - a. Users will select online names and logins that are appropriate and will consider the information and images that are posted online to ensure appropriateness. Users will not share login and password information.

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Responsible Use of Technology, Social Media, and District Network Systems

- B. Respects others:
 - a. Users will refrain from using District network systems and social media to bully, tease, or harass other people. Users will communicate in a professional respectful manor with anyone engaged.
- C. Protects one's self and others:
 - a. Users will follow protocols that will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- D. Respects authorship:
 - a. Users will properly reference or cite work, websites, books, media, etc., used in any student work.

Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, and academically honest. Digital storage on ~~district~~ District servers or on the cloud as well as technology devices used for any purpose will be treated as extensions of the District's technology. The Superintendent, or his or her designee, may review files and communications including electronic mail to ensure that users are using the system in accordance with District policy and/or applicable legal requirements. Users should not have any expectation of privacy in files stored electronically. Electronic files, data and communications stored or disseminated through the District's technology may be subject to disclosure pursuant to the Freedom of Information Act.

Users may not access the District's internal networks or District maintained internet resources without prior written authorization and are expected to comply with the following rules of network etiquette and citizenship, including but not limited to:

- A. Use of the New Milford Public Schools network, technology devices, the student and parent portal, and social media must be consistent with the District's educational objectives and curriculum.
- B. Transmission or storage of material, information, data or files in violation of any local, Federal federal, or State state law is prohibited.
- C. Intentional or unintentional use of District resources to access or process, proxy sites, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications or explicit text or files or files dangerous to the integrity of the network is strictly prohibited.

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- D. Cyberbullying is prohibited at all times, whether in ~~district~~ District or out of ~~district~~ District, on any device using any connection.
- E. Software, applications, and media may not be installed, downloaded or uploaded without having an approved Software Form from the Building Principal, Assistant Superintendent and Director of Technology.
- F. Use of the District network for **personal** commercial activities, product advertisement, religious or political campaigning, lobbying, or **unapproved** solicitation ~~of non-district material~~ is prohibited.
- G. Accessing unauthorized chat rooms or instant messaging using the District's network is prohibited.
- H. Bypassing the District's content filter is strictly prohibited.
- I. Users may not share their passwords and are expected to maintain their passwords privately and securely.
- J. Users shall not vandalize, **or intentionally or unintentionally** damage, disable, ~~intentionally~~ disrupt or degrade the District's technology systems or network and may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.
- K. Files stored on District-managed or cloud networks are the property of the District and may be inspected at any time.
- L. Materials published electronically must be for educational **or District** purposes. Administrators may monitor these materials to ensure compliance with content standards.
- M. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All material not belonging to the District must be scanned for viruses prior to being placed onto the District's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the District's network must be scanned for viruses.
- N. Users shall not "hack into," "snoop," monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data.
- O. Users shall not violate copyright or otherwise use the intellectual property of another individual or organization without permission.

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Responsible Use of Technology, Social Media, and District Network Systems

- P. Users shall not plagiarize (to take material created by others and presenting it as if it were one's own) or cheat (to deceive by trickery, mislead or fool).
- Q. Users shall not **maliciously** send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information.

Procedures for Use

- A. Students shall receive education about the following:
 - a. Safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
 - b. The dangers inherent in online disclosure of personally identifiable information; and
 - c. The consequences of unauthorized access including but not limited to hacking, cyber-bullying, and other unlawful or inappropriate activities online.
- B. All student users and their parents/guardians ~~are~~ **shall be** required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and any administrative procedures and guidelines. If the agreement is not signed, District network privileges will not be given.
- C. **All student users and their parents/guardians shall be required to sign a written agreement setting forth rules for the use of loaned District technology devices (i.e. Chromebooks) and conditions for reimbursement for lost or damaged devices prior to being loaned a District technology device or devices.**
- D. Students shall not (1) access or use another person's account without written permission; (2) share their password with anyone else or engage in activities that would reveal anyone's password; (3) allow others to access a computer that the user is logged on to; or (4) ever sign in, or attempt to sign in, as another person.

Violations and Sanctions

Accessing the ~~Internet~~ **internet** or District network **and utilizing District technology devices** is a privilege, not a right. Inappropriate use and violation of this or any other Board policy may result in cancellation of all network access **and disciplinary and/or legal action**. Inappropriate material is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the District. Any user can be denied access temporarily or permanently if

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Responsible Use of Technology, Social Media, and District Network Systems

the school or District administrator determines that a user has used the ~~Internet~~ internet or District network in an inappropriate or unacceptable manner. ~~Students may also be disciplined or subject to other legal action.~~

No Expectation of Privacy

All users are warned that there should be no expectation of privacy in connection with the use of the District's computer resources. Users should not create, store or use messages, files or other information which they do not want school authorities to see. The following reasons explain why users should have no expectation of privacy:

- A. The District may have a duty under federal **or state** law to monitor on-line activities of users and enforce the use of protective measures. Authorized administrators and staff may review use of the District's computer resources and the ~~Internet~~ internet at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.
- B. Computer resources are owned, controlled, and maintained by the District. They are provided to staff and students to be used for educational purposes only. Files or any information stored on school-based networks are subject to periodic inspection and routine maintenance.
- C. E-mail communications can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.
- D. Use of passwords to gain access to the computer network or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The District has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.
- E. District personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act.

Use of Computer Resources by School Personnel

The computer resources are the property of the District and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the District. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or

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Responsible Use of Technology, Social Media, and District Network Systems

profit, or for entertainment, is strictly prohibited. Solicitation of non-District events or functions for any purpose, other than to support a community service drive officially sponsored by the District, will not be tolerated. Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the District. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the District.

Policy Violations

Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet internet. Additional disciplinary action may be taken in keeping with existing policies, procedures and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Board Liability

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet internet access it is providing.

The Board is not responsible, and shall not be liable, for:

- A. Damage resulting from unauthorized or inappropriate District network or social media activity;
- B. Use of information obtained via the Internet internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors;
- C. The accuracy or quality of information obtained through the Internet internet;
- D. Unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- E. Issues or damage caused by the connection of personal devices to the District's network or improper use of the District's network or equipment; or
- F. Personally owned devices that are damaged, lost, or stolen.

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Responsible Use of Technology, Social Media, and District Network Systems

Notice of Policy

Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using District computer resources.

Each user is required to sign an Acknowledgement Form stating that they have received notice of and understand this policy and any accompanying administrative regulations.

The administration may issue regulations and guidelines in connection with this policy.

Legal References:

20 U.S.C. 6777 Internet Safety (Children’s Internet Protection Act)

47 U.S.C. 254 Universal Service

45 C.F.R. 54.520, “Children’s Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries.”

Conn. Gen. Stat. § 31-48d -- Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

Conn. Gen. Stat. § 10-221 – Boards of education to prescribe rules, policies and procedures.

Conn. Gen. Stat. § 10-228 – Free textbooks, supplies, material and equipment.

Policy adopted:

February 12, 2013

NEW MILFORD PUBLIC SCHOOLS

Policy revised:

July 18, 2017

New Milford, Connecticut

Responsible Use Policy Agreement

New Milford Public Schools

What is the Responsible Use Policy Agreement?

The Responsible Use Policy – **Board Policy # 6141.321** -- was adopted by New Milford Public Schools Board of Education in 2017. The Responsible Use Policy (RUP) outlines the Board's specific expectations for students' use of the school system's electronic information resources, including the school system's **technology devices**, computer networks and the ~~Internet~~ **internet**.

The RUP requires the ~~preparation~~ **execution** of the Responsible Use Policy Agreement which one parent (or legal guardian) and all students in grades first through twelve are required to sign and return to school before the student will be allowed to access and use these resources. By reading and signing this Agreement, you are giving your permission for your child to use these resources, and you are stating that you understand and will explain to your child what the Agreement means. Students in grades first through twelve are required to sign the Agreement to indicate that they understand the RUP and the Agreement and agree to abide by them.

New technologies have greatly expanded the amount and type of information available to students and teachers. In addition to our large collection of print media in the school libraries, each school has access to a large array of electronic information systems via electronic periodicals and encyclopedias and the ~~Internet~~ **internet**. However, access to so much information brings new responsibilities to use the resources and information responsibly and ethically. Below you will find a summary of the guidelines for accessing and using all the information obtained through these technologies. We teach a simple and straightforward version of the following guidelines starting in grade K, and we add more complex dimensions as students' progress through the school system.

Student Consent Form

As a user of the New Milford Public Schools' electronic information resources, **technology devices** and computer networks, I have read, understand and will abide by the Responsible Use Agreement which implements the Responsible Use Policy. I understand that my signature and the signature of one of my parents or legal guardians are preconditions to my accessing and using the District's electronic information resources. I also specifically agree to the following:

1. I will use digital technology resources only for educational and research purposes that are consistent with the educational objectives of my teachers and the Board of Education.

2. I will use digital resources in a responsible, ethical and legal manner at all times. I will not intentionally do anything to another users' work on the resources.
3. I will not plagiarize. I will give appropriate citations to an author or resource as the source of information I find.
4. I will use digital technology resources as directed by a teacher or staff member.
5. I will be considerate of other users and data privacy when using District resources. I will be polite and use appropriate language at all times. My log-in and password will be kept private and not shared with other users.
6. I will send and receive electronic mail (email) appropriately for educational purposes. I will report any inappropriate email messages or any misuses of email immediately.
7. I will not give out any personal information regarding myself or anyone else in the district while using email.
8. I will never intentionally damage, degrade or disrupt the electronic information resources, including computer services or computer equipment. I will not tamper with computer hardware or software, vandalize or change data in any way, intentionally introduce computer viruses, attempt to gain access to restricted or unauthorized networks or network services or violate copyright laws. I understand that such activity may be a crime.
9. I will handle District technology devices (i.e. Chromebooks, power-cords, tablets, etc.) with the utmost care and attentiveness. I understand that such devices are the District's property.
10. I will use the District's various student classroom, grading and other online portals for educational requirements only and will use appropriate language at all times.
11. If I do not follow the rules outlined in this Agreement and in the Responsible Use Policy, I know that I may lose my privilege to use the District's electronic information resources. I also know that I may be disciplined for not following the rules and that my parents/guardians and I may have to pay for any damage to technology devices or other electronic equipment that I cause because of my intentional or unintentional misuse of these resources.
12. I am aware that some violations of the Responsible Use Policy may also be violations of local, state and federal laws and regulations and that I may be prosecuted for violating those laws.

Student Name: _____

Signed: _____ Date: _____

(Student)

Parent/Guardian Consent Form
Responsible Use Policy Agreement
New Milford Public Schools

I give the New Milford Board of Education permission to allow my child to access and use the District's electronic information resources including technology devices ~~in the schools~~ for educational purposes. I understand that when using a resource such as the ~~Internet~~ internet, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with complete certainty what information a user may locate. I understand that the District will use filtering programs, access controls and active supervision of students and will make all reasonable efforts to protect students from any misuses or abuses as a result of their use of the District's electronic information resources.

My child and I have read the Board's Responsible Use Policy and this Responsible Use Policy Agreement for grades one through twelve, and we have discussed the Policy and this Agreement. I understand that my child, in addition, will receive several lessons from the school librarian and classroom teacher about the Responsible Use Policy and the Responsible Use Policy Agreement.

I understand, and have explained to my child, that he or she may lose his or her privilege to use these resources ~~at school~~ and may be disciplined if he or she does not follow all of the rules outlined in the Responsible Use Policy and the Responsible Use Policy Agreement. I understand that my child and I may be held liable for costs incurred by my child's ~~deliberate~~ violation of the Policy and/or Agreement including any intentional or unintentional damage to District technology devices such as Chromebooks.

Student Name: _____

Signed: _____ Date: _____
(Parent or Guardian)

Parent/Guardian Printed Name: _____

I give permission to allow school personnel to ~~record audios,~~ take photos, ~~or~~ and audio or video recordings ~~videos~~ of my child. These images or recordings, as well as student work, may be published in various locations, including the school or the district ~~District websites~~ website. I am aware that the District ~~district~~ has no control over any subsequent use or publication of the images, recordings, or student work so published. I am also aware that third parties, such as media or other parents/guardians, may take images of my child in school or at school events, and in those instances, the District ~~district~~ has no control over the use of those images once they are published.

Signed: _____ Date: _____
(Parent or Guardian)

New Milford Public Schools
Technology Devices Loan Agreement

The New Milford Board of Education believes that all learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. To this end, the Board is proud to offer students access to individually-assigned technology devices for academic purposes. Technology devices, such as Chromebooks, internet hotspot devices, tablets, power-cords, etc., may be used at school and at home consistent with the terms and conditions of this Agreement, the Board's Responsible Use Policy – Board Policy # 6141.321 – and the District's administrative regulations and procedures.

Access to District technology devices is a privilege and not a right. Accordingly, the Administration reserves the right to revoke a student's District technology device loan privileges if the terms of this Agreement and/or Board policies are not fully complied with.

By accepting possession of New Milford Public Schools' technology devices students agree to be bound by the following requirements, and parents/guardians agree to be financially responsible for the cost of repair or replacement of District technology devices in the event that their child's assigned technology device is lost, stolen or damaged whether intentionally or unintentionally.

SECURITY

1. I will know where my assigned technology devices are at all times.
2. I will never leave my assigned technology devices unattended.
3. I will secure my assigned technology devices when I am participating in PE by putting them in my locker or other secure location, unless instructed to bring a device to PE class by the teacher.
4. I will never loan my assigned technology devices to anyone.
5. I will, at all times, keep myself safe and will use my assigned technology devices only in areas where I can keep myself and my technology devices safe.

(Student and Parent/Guardian initial here) _____

CARE

6. I understand that certain technology devices may include a protective case that is to remain on the device at all times. This case may not be removed or replaced.
7. I will protect screens from scratches.
8. I will keep food and beverages away from my assigned technology devices since they may cause damage to them.
9. I will not mark, draw, write or place unapproved stickers on technology devices or their cases.

10. I will not disassemble or attempt any repairs on any part of any of my assigned technology devices since doing so may void a device's warranty.
11. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
12. In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

(Student and Parent/Guardian initial here) _____

USAGE

13. I will follow the New Milford Board of Education's Responsible Use Policy (RUP) for use of NMPS' computers and network systems.
14. I will not reformat my assigned technology devices, tamper with their security settings, or change their operating systems.
15. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
16. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned technology devices.

(Student and Parent/Guardian initial here) _____

RESPONSIBILITY

17. I understand that my assigned technology devices are subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that these technology devices remain the property of NMPS.
18. I agree to return my assigned technology devices, related accessories and device cases in good working condition (with the exception of normal wear and tear) immediately upon request by NMPS.
19. I will return my assigned technology devices to my school administrator (or designee) upon request. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return my assigned technology devices and accessories on the date of termination to the school's administrator.

(Student and Parent/Guardian initial here) _____

I have read and agree to comply with these requirements and all New Milford Board of Education policies and regulations including the Board's Responsible Use Policy and accompanying administrative regulations. I agree to accept financial responsibility for damage to or loss of the technology devices indicated below while assigned to my child. I understand that this means that if one of my child's assigned technology devices is lost, damaged or stolen, I will be responsible for repair or replacement costs. In the event this occurs I will remit payment to the District as directed by the administration. I further understand that if a technology device is damaged or returned the timeliness of a replacement will be based on current NMPS' replacement inventory.

Print Student Name (Last, First): _____

Student Signature: _____ Date: _____

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ Date: _____

Student School: _____

Assigned Device # 1: _____

Assigned Device # 2: _____

Assigned Device # 3: _____

Assigned Device # 4: _____

[YEARLY TECHNOLOGY REPLACEMENT COST SCHEDULE
TO BE INSERTED AND UPDATED AS NECESSARY]

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION**

**EMPLOYEE ACKNOWLEDGMENT
REGARDING
COMPUTER AND INTERNET USE**

I have read and agree to comply with the terms of the New Milford Board of Education's policy no. 4118.4 or 4218.4 governing the use of the District's computer resources by school personnel. I understand that a violation may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature: _____ Date: _____

Print: _____

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION**

**NOTICE REGARDING ELECTRONIC MONITORING
of School District Personnel and Guest Users**

In accordance with Connecticut law, the New Milford Board of Education (“District”) hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the District may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

“Electronic monitoring”, means the collection of information on District premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems.

The law does not cover the collection of information for security purposes in any common areas of District premises which are open to the public, or which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the District in its workplaces:

- Monitoring of e-mail, ~~Internet~~ **internet** usage and other components of the District’s computer resources for compliance with its policies, procedures and guidelines concerning use of such resources.
- Video and/or audio surveillance within the District’s facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of District’s telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the District may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that violates the law, violates the legal rights of the District or other employees, or creates a hostile work environment.

NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION
New Milford, Connecticut

USER ACKNOWLEDGMENT
REGARDING
COMPUTER AND INTERNET USE

I acknowledge receipt of the New Milford Board of Education's policy number 6141.321/4118.4/4218.4 governing the use of the District's computer resources. As a user of the Board's computer resources and ~~Internet~~ internet access, I agree to read and comply with the terms of the ~~district's~~ District's acceptable use policy. I understand that a violation of this policy may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature: _____ Date: _____

Print: _____

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: If adopted by the Board the proposed amendments to this bylaw and bylaw # 9325 will limit the opportunity for public comment during Board meetings to “any resident of the Town of New Milford and any current employee of the New Milford Public Schools.” Under the First Amendment, governmental institutions such as the New Milford Board of Education are legally entitled to regulate the time, place and manner of public comment portions of meetings – or even eliminate public comment altogether – as long as the regulation is content-neutral – i.e. not directed at the speaker’s viewpoint.

Federal courts around the country have held that limiting public comment to relevant stakeholders is a reasonable and constitutionally permissible time, place and manner restriction. This bylaw and bylaw # 9325 limit public comment to residents and current employees, but the Board could expand the categories of eligible speakers if it wished to include other groups – for instance, all parents of NMPS’ students – which would include parents who live outside town.

In considering these proposed amendments, the Policy Committee and full Board should be aware that the enforceability of limiting the right to public comment to certain defined stakeholder groups may be quite challenging. Pursuant to the Freedom of Information Act, members of the public in general – not just New Milford stakeholders – are entitled to attend meetings of the Board and its subcommittee. Furthermore, the FOIA expressly prohibits public agencies from requiring members of the public from completing a “sign-in sheet” to attend a meeting. As such, it may be very difficult to verify that a person who wished to make a comment is in fact eligible to do so.

9320(a)

Bylaws of the Board

Meetings of the Board

The Board of Education is a legal body which exists only when its members are assembled in official session. It is the responsibility of the Board to publicly convene for the purpose of conducting official business as required.

It is the policy of the Board to hold a regular meeting on the third Tuesday of each month. The Board shall also, when need dictates, conduct special meetings as called by the Board Chairperson, or upon request of three Board members. An agenda, prepared in accordance with the standards set forth in this policy, shall be publicly posted at least twenty-four hours prior to the time a meeting of the Board is to convene.

Official transactions of the Board shall ordinarily be conducted at the regular meeting. A special meeting, which has been called for a specific purpose, shall only address the specific order of business for which the meeting has been called.

1. So that the Board may be well prepared for meetings, all members shall receive the written agenda, as well as supporting information for items to be considered, at least two business days before a meeting of the Board.

Bylaws of the Board

Meetings of the Board

2. The Board shall meet in executive session as needed, in accordance with the circumstances prescribed by the Freedom of Information Act.
3. All meetings of the Board are open to the public. An “Opportunity For The Public To Be Heard” shall be scheduled at every meeting. **During this portion of Board meetings any resident of the Town of New Milford and any current employee of the New Milford Public Schools may address the Board concerning any subject that lies within its jurisdiction.**
4. The agenda of all meetings shall be prepared by the Superintendent in consultation with the Board Chairperson. Every effort should be made to prepare an agenda that will not require a meeting to extend more than three hours.
5. The following guidelines should be followed when listing agenda items; however, when necessary and reasonable, the Board may change the order of business on an agenda so that those items of particular interest to the public in attendance may be considered early in the meeting.
 - a. Recommended motions, including approval of minutes
 - b. Items for Discussion - reports, schedules, communications, etc.

(cf. 9323 – Construction/Posting of Agenda and 9325.2 – Order of Business)
6. All actions of the Board shall be recorded as the Board Minutes and kept on file as the permanent official record of the Board meeting proceedings.
7. A majority of the Board members (five) shall constitute a quorum for the transaction of business. (cf. 9325.1 – Quorum)
8. “Robert's Rules of Order, Revised” shall govern the proceedings of the Board except when in conflict with the Board Bylaws.
9. A meeting of the Board may be canceled by the agreement of a majority of the Board.
10. A listing of the regular meetings of the Board of Education shall be posted with the Town Clerk no later than January 31 of each year.

Bylaws of the Board

Meetings of the Board

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

Bylaw adopted by the Board:	January 9, 2001	NEW MILFORD PUBLIC SCHOOLS
Bylaw revised by the Board:	November 7, 2005	New Milford, Connecticut
Bylaw revised by the Board:	November 14, 2006	
Bylaw revised by the Board:	June 12, 2012	
Bylaw revised by the Board:	December 13, 2016 (effective date July 1, 2017)	

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: If adopted by the Board the proposed amendments to this bylaw and bylaw # 9320 will limit the opportunity for public comment during Board meetings to “any resident of the Town of New Milford and any current employee of the New Milford Public Schools.” Under the First Amendment, governmental institutions such as the New Milford Board of Education are legally entitled to regulate the time, place and manner of public comment portions of meetings – or even eliminate public comment altogether – as long as the regulation is content-neutral – i.e. not directed at the speaker’s viewpoint.

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9325(a)

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson of the Board of Education in a manner consistent with the adopted Bylaws of the Board.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an Agenda which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall, to the fullest possible extent, enable Members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any ~~individual or group to~~ **resident of the Town of New Milford or any current employee of the New Milford Public Schools** to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item.

Bylaws of the Board

Meeting Conduct

2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to cancel or extend the 20 minutes allotted per item.
4. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries which may require analysis/investigation will, at the option of the Board, be answered at a future specified date.
5. If a ~~member of the public~~ **resident of the Town of New Milford or a current employee of the New Milford Public Schools** makes an oral presentation about the performance of a Board member or employee, whether named or not, including charges or complaints, the Board shall not discuss such performance – whether in public or executive session—unless the topic is an explicit item on the agenda and the employee or Board member has been provided the requisite notice and due process required by law. In such circumstances, the Board may inform the ~~member of the public~~ **Town resident or employee** that all such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and to such other Members as deemed appropriate and all such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

Bylaw adopted by the Board: January 9, 2001
 Bylaw revised: May 12, 2015

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut



NEW MILFORD HIGH SCHOOL

388 Danbury Road
New Milford, CT 06776

Phone: (860) 350-6647

Fax: (860) 210-2256
www.nmhs.newmilfordps.org

Greg P. Shugrue, Principal
Elizabeth Curtis, Assistant Principal
Tracy-Ann Menzies, 6-12 Supervisor of Special Education

Kevin Best, Assistant Principal
Linda Scoralick, Assistant Principal
Keith Lipinsky, Athletic Director

August, 2019

_____ (Parent/Guardian Name)

_____ (Street Address)

_____ (Town, State Zip Code)

Dear _____,
(Parent/Guardian Name)

Our records indicate that your child, _____, with student ID # _____,
(Student's first and last name)

has a financial obligation with the _____ Department for a lost and/or damaged book, or other materials.

Name of Book/Material	Book/ Material #	Cost	Beginning of Year		End of Year <i>**To be completed at the end of the year to show book/material was returned**</i>	
			Teacher Initials	Student Initials	Teacher Initials	Student Initials
		\$				
		\$				
		\$				

See back of sheet for additional books/materials signed out.

Name of Course: _____

Name of Teacher: _____ Period: _____

Students share the responsibility in the care of all school property. To meet this obligation, please return the assigned textbook(s) or pay the replacement cost by check to Mrs. Kellett in Room #2122. Make any checks payable to NMHS. **Please note that if there are outstanding obligations, students will not be eligible to obtain a parking permit or participate in graduation.**

Thank you for your cooperation.

Work ~ Achieve ~ Value ~ Empower

New Milford Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.



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Linda Scoralick, Assistant Principal
Keith Lipinsky, Athletic Director

May, 2020

Dear Parent/Guardian:

As of May, 2020 your son/daughter has not returned books/materials owed to New Milford High School. Please note that this **does not** include books owed for the current semester. We would appreciate either the book(s)/materials being returned or payment made so that another student may have the opportunity to have a book for that class.

All seniors should plan to clear up obligations, by either returning the book/materials or making payment, when they come to clean out their lockers and return materials between June 1st and 5th. Caps and gowns will be available for pick up at this time; however if a senior has an obligation they will not be able to pick up their cap and gown until the materials are returned or payment is made. If you are paying for the books/materials because they cannot be returned, please make your check payable to New Milford High School and note "Obligations" in the memo line.

If your child feels that he/she does not owe the obligation listed, please have him/her contact me at scoralickl@newmilfordps.org.

Below are the obligations for your child:

		Book#	Cost
Alves, Alana	Pearson, Algebra 2 Common Core	82	84.00

Thank you.

Linda Scoralick
Assistant Principal

Work ~ **A**chieve ~ **V**alue ~ **E**mpower

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