

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

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE:	October 16, 2012
TIME:	6:30 P.M.
PLACE:	Lillis Administration Building, Rm. 2

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**

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

3. Discussion and Possible Action Items

A. Policies Recommended for Revision and Approval at Initial Board Presentation:

1. 6111 School Calendar
2. 6115 School Ceremonies and Observances
3. 6121.1 Educational Opportunities to Promote Awareness of Diversity
4. 6140 Curriculum
5. 6145.22 Interscholastic/Intramural Athletics Sportsmanship

B. Policies Recommended for Revision:

1. 1140 Distribution of Materials by Students
2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety

C. Policy Recommended for Consolidation:

1. 4118.4/4218.4 Computer and Internet Use

D. Policy Recommended for Deletion:

1. 6141.323 Internet Acceptable Use: Filtering

4. Adjourn

Sub-Committee Members: **Mr. Tom Brant, Chairperson**
Mr. David A. Lawson
Mr. David R. Shaffer
Mrs. Daniele Shook

Alternates: **Mr. Daniel W Nichols**
Mr. Tom McSherry

GEORGE C. BUCKBEE
TOWN CLERK

2012 OCT 12 P 1:11

NEW MILFORD, CT

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary - October 2012

No substantive changes; revisions are in legal references.

6111

Instruction

School Calendar

The Superintendent of Schools shall recommend school calendars meeting all statutory requirements to the Board of Education for its review.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January. If a holiday in January or December occurs on a school day, there shall be no school on such day.

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including graduation for students in grade twelve.

The Board, in establishing a graduation date, may establish for any school year a firm graduation date which is no earlier than the one-hundred eighty-fifth day in the adopted school calendar. The graduation date may be modified, if necessary, after April first in any school year by the Board establishing a firm graduation date which, at the time of such establishment, provides for at least 180 days of school.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes
 1-4 Days designated as legal holidays
 10-15 Towns to maintain schools
 10-16 Length of school year
 10-16L Establishment of graduation date.
 10-29a Certain days to be proclaimed by governor. Distribution and number
 of proclamations
 ~~10-261 Definitions~~

Policy adopted: June 10, 2003
Policy revised: June 8, 2010

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary - October 2012

Suggested revision complies with statutory language.

6115

Instruction

School Ceremonies and Observances

Silent Meditation

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Pledge of Allegiance

The Board further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary. ***The Board shall provide a United States flag for each schoolroom and shall cause such flag to be displayed during each day that school is in session. Each school shall also display a United States flag of silk or bunting not less than four feet in length on school grounds.***

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge", he/she may choose to remain seated and silent. Students may wish to use this time to reflect on their belief or remember loved ones. In any event, all students must be courteous and respectful of the beliefs of others.

Legal Reference: Connecticut General Statutes

10-16a Silent meditation.

10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations

10-230 Flags for schoolrooms and schools. ***Policy on reciting of the "Pledge of Allegiance."***

~~PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance~~

Policy adopted:

October 8, 2002

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary - October 2012

The suggested revision reflects recent changes to Conn. Gen. Stat. §10-226h.

6121.1(a)

Instruction

Educational Opportunities to Promote Awareness of Diversity

Reduction of Racial, Ethnic and Economic Isolation

The Board of Education shall provide, in conformity with all applicable state statutes and regulations, educational opportunities for students to interact with students and teachers from other racial, ethnic and economic backgrounds in order to reduce racial, ethnic and economic isolation. Such opportunities may be provided with students from other communities.

In providing such opportunities, the Board will consider such programs or use such methods as:

1. Inter-district magnet school programs;
2. Charter schools;
3. Inter-district after-school, Saturday and summer programs and sister-school projects;
4. Intra-district and inter-district public school choice programs;
5. Inter-district school building projects;
6. Inter-district program collaborative for students and staff;
7. Minority staff recruitment;
8. Distance learning through the use of technology;
9. Experiences that increase awareness of the diversity of individuals and cultures; and
10. Community and parental involvement in the school district.

The Board shall report *by October 1, 2012, and biennially thereafter, to the Commissioner of Education on the programs and activities undertaken in its school district to reduce racial, ethnic and economic isolation, including (1) information on the number and duration of such programs and activities and the number of students and staff involved, and (2) evidence of the progress over time in the reduction of racial, ethnic and economic isolation.* ~~biennially to its regional education service center on district programs and activities undertaken to reduce racial, ethnic and economic isolation. Such information shall, through the regional service center and the Commission of Education, be reported to the Governor and the General Assembly.~~

- (cf. 1110.1 - Parental Involvement)
- (cf. 1212 - School Volunteers)
- (cf. 1330 - Use of School Facilities)
- (cf. 5117 - School Attendance Areas)
- (cf. 5118 - Nonresident Attendance)
- (cf. 6010 - Goals and Objectives)
- (cf. 6114.7 - Safe Schools)
- (cf. 7010 - Goals and Objectives - Construction)
- (cf. 7100 - Planning-Construction)

Instruction

Educational Opportunities to Promote Awareness of Diversity

Legal Reference: Connecticut General Statutes
10-4a Educational interests of state defined
10-220 Duties of Boards of Education
10-226h. Programs and methods to reduce racial, ethnic and economic isolation
10-155l. Minority teacher recruitment

Policy adopted: June 10, 2003
Policy revised: June 27, 2005
Policy revised: June 8, 2010

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary - October 2012

Suggested revision acknowledges Common Core State Standards.

6140(a)

Instruction

Curriculum

The curricula of the schools shall be in harmony with the Board of Education's adopted *educational* goals and legal requirements. *As appropriate, the district's curriculum shall be consistent with the Common Core State Standards for English language arts and mathematics approved by the State Board of Education.*

Curriculum development by the certified staff shall be guided by such factors as the following:

1. Actual studies and information concerning the needs of students in this school district.
2. The range of abilities, aptitudes and interests of the students.
3. Aspirations of residents of the school district for the students.
4. The mobility of the population, making it necessary to provide education for the students useful anywhere in the world.
5. Promotion of equal educational opportunities for all students.

The Board of Education desires that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi be coordinated effectively.

The Board of Education favors providing opportunities for faculty to consult and assist in curriculum development through such devices as workshops, study groups, assistance from outside consultants, and an extended school year to allow teachers to devote summertime to the effort. The Board of Education reserves the responsibility for establishing curricula for the school district. Teachers shall teach within the approved curricula.

(cf. 6121 - Non-discrimination in Instructional Program)

Legal Reference: Connecticut General Statutes
 10-15 Towns to maintain schools.
 10-15c Discrimination in public schools prohibited.
 10-16b Prescribed courses of study.
 10-18 Courses in United States history, government and duties and responsibilities of citizenship.
 10-18a Contents of textbooks and other general instructional materials.

Instruction

Curriculum

Legal Reference: Connecticut General Statutes (continued)

10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught.

10-221a High School graduation requirements.

Minutes of the Meeting of the State Board of Education, July 7, 2010.

Policy adopted: June 10, 2003

Policy revised: June 8, 2010

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary - October 2012

Clarifies the responsibility for developing the district's Sportsmanship Code.

6145.22

Students

Interscholastic/Intramural Athletics

Sportsmanship

It is the intent of the New Milford Board of Education that the district's extracurricular athletic programs emphasize the importance of good sportsmanship within the entire school community. The Board expects the highest standards of courtesy, fair play, and sportsmanship to be displayed not only by student athletes, but also by coaches, school personnel, announcers, cheerleaders, students, parents, and other spectators at athletic events.

Members of the school community are encouraged to provide positive support of players, coaches, and officials. School administrators, athletic directors, and coaches are expected to serve as role models of good sportsmanship, exhibiting at all times the highest standards of self-control, dignity, honor, and respect for the opposing team and officials.

In conformance with the expectations of the Connecticut Interscholastic Athletic Conference (CIAC), the Board recognizes the need to establish a "Sportsmanship Code." The Board delegates the responsibility for developing the district's Sportsmanship Code to the ~~[Superintendent of Schools] OR [Sportsmanship Committee composed by the following members:~~ Superintendent *of Schools* or designee ~~Athletic Director, coaches, teachers, students, parents...etc.].~~ The Sportsmanship Code shall address, at minimum, the following:

1. Specifically and directly state the requirement of good sportsmanship for all members of the school community;
2. Specify the expectations of athletes, coaches, and spectators;
3. Establish penalties for violations of the code;
4. Require student athletes and their parents/guardians to sign an acknowledgement that they have read and understand the code;
5. Establish the methods of disseminating the code so that each member of the school community is apprised of his/her responsibilities under the code.

The Board of Education retains the right to revise the Sportsmanship Code at any time.

Policy adopted: June 10, 2003
Policy revised: June 8, 2010

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Distribution of Materials by Students (Use of Students)

*Commentary October 2012: Text **highlighted in gray** reflect second draft revisions designed to further restrict the limited forum by limiting the direct distribution to students to school and town sponsored activities.*

Commentary September 2012: Recent questions concerning the application of this policy have led to the proposed revisions of Board Policy 1140. Generally, a board of education has broad authority to control the school environment and determine what students are exposed to while in school. However, when a school district permits parties that are not affiliated with the school to distribute materials in the school environment, that process of distribution becomes what is known as a "limited public forum" for the purpose of first amendment analysis. In other words, the public has been given a right of access to the school via the distribution of materials process. In a limited public forum, the speech of individuals or organizations (the materials) may be reasonably restricted with regard to time, place and manner. The content may be restricted only with regard to whether it violates the law or another board policy, (e.g., it is profane or obscene or discriminatory). Otherwise, the restrictions in a limited public forum must be viewpoint neutral. In other words, you cannot refuse to distribute a flyer for a church solely based upon the religion or faith professed by the requester.

With regard to religion, there is a somewhat counterintuitive and complex case law regarding free speech and the establishment clause. As a general rule, once you have opened up a limited public forum (as has been done by policy 1140), the school district should not discriminate on the basis of viewpoint when determining what materials will be distributed to students. Of course, that has to be balanced with the obligation not to endorse or otherwise promote a specific religion. Whether and to what extent particular materials might be viewed as endorsing a religion is a very fact specific and must be determined on a case-by case basis. The third standard listed below is the means by which the Superintendent might conceivably reject the distribution of certain materials based upon the obligation not to endorse a particular religion.

It should also be noted that in addition to religious materials, the school district might face requests from local, non-profit organizations whose viewpoints are highly objectionable to the majority of the members of the community. Unless such materials are a violation of the law or a board policy, (e.g., promote discrimination, violence, etc.) they would have to be allowed.

The proposed revisions provide standards that are designed to prevent the school district from running afoul of any constitutional issues. The standards are viewpoint neutral and provide the Superintendent with the authority to limit the distribution of materials to certain youth-oriented activities of the school, town and non-profit organizations. In addition, the time, place and manner of such distribution can be restricted based upon the pedagogical interests of the school.

Community Relations

Distribution of Materials *to and by* Students (Use of Students)

~~Printed materials may be distributed to parents by students as inexpensive means of mass communications. The purpose of permitting the distribution of materials to and by students is to provide a convenient and inexpensive method to notify students and parents of extra-curricular activities of a general interest to students in the school district. At the same time this courtesy to the school community has the potential to interfere with the efficient operation of the school district and distract from instructional activities.~~ procedure can prove objectionable to parents and ~~burdensome to~~ the school district if overdone. The Board of Education reserves the right to refuse distribution of any material to the students of the district by individuals or groups not affiliated with the New Milford Public Schools. The Superintendent of Schools (or designee) shall impose reasonable time, place, and manner restrictions on the distribution of materials to prevent disruption and preserve the educational focus of the schools.

Distribution of Materials at Central Locations in the Schools

Members of the school and local community may request approval to distribute non-curricular materials during non-instructional time **at central locations in the schools.** Such materials must be pre-approved by the Superintendent of Schools and shall comply with the following standards:

1. The materials must relate to youth-oriented activities or events (e.g., sports, recreational, social or civic activities) of the public schools, parent teacher organizations, town, or other local, non-profit organizations.

[OPTION: Consider adding "during the school year" so this section reads: "The materials must relate to youth-oriented activities or events during the school year..." This option would eliminate the dissemination of summer camp information, which can be voluminous at the end of the year.]

2. The materials must explicitly identify the organization(s) distributing the materials and all sources of information contained in the publication.
3. The materials are not in violation of the law or any Board policy and do not encourage violation of the law or any Board policy.

The Superintendent of Schools shall ensure that students are made aware that the materials that are approved for distribution are not necessarily endorsed or sponsored by the school district.

Distribution of Materials Directly to Students

Any distribution of materials to students directly (e.g., flyers given to students in the classroom to be brought home to parents/guardians) shall be limited to those materials that relate to youth-oriented activities or events sponsored by the public schools, parent teacher organizations, the Town of New Milford or the State of Connecticut. Such materials must be pre-approved by the Superintendent of Schools and comport with Board policy and applicable law.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

Community Relations

Distribution of Materials *to and by* Students (Use of Students)

- ~~1. The materials relate to the school, community, local recreational or civic activities.~~
- ~~2. The materials do not relate to any political/religious belief or activity, or promote private gain, or any political/social/religious position.~~
- ~~3. The materials do not promote any political party or candidate.~~

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

Use of Students

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly; the decisions of the Superintendent will be final.

Budget/Referendum Materials

After the date is set for the budget referendum, information concerning a pending referendum, specifying only the time, date, location, and question or proposal to be voted upon may be disseminated through the students. This information may not contain any other information or statements, or be written in a manner which may advocate a position on the referendum question.

Legal Reference:

Connecticut General Statutes

9-369b Explanatory text relating to local questions.

Policy adopted:

May 7, 2001

NEW MILFORD PUBLIC SCHOOLS

Policy revised:

June 9, 2009

New Milford, Connecticut

RECOMMENDED FOR REVISION

Bold Italicized language constitutes an addition

Commentary - October 2012

Because the district participates in an e-rate program, there are a number of explicit elements that your internet safety policy must include to enable continued participation in the program (the FCC recently published new guidelines). Since this policy has not been revised in 10 years, the suggested revision is a replacement policy that incorporates all the required elements for the e-rate program, minimizes language, and consolidates the personnel policy on the same topic with this one. Thus, this policy is also named "4118.4 and 4218.4," and will replace that personnel policy and regulation. Appendices A and B are from the current policy and are still valid, therefore revisions are in bold and italic. Appendices C, D, and E are new.

6141.321(a)
4118.4/4218.4

Instruction

Acceptable Use and Internet Safety

6141.321(a)

Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

~~The School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.~~

~~In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.~~

~~Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.~~

~~Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.~~

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

6141.321(b)

Instruction

Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

Acceptable Uses

1. ~~**Educational Purposes Only.**~~ The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. ~~**Unacceptable Uses of Network.**~~ Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - A. ~~Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.~~
 - B. ~~Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.~~
 - C. ~~Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.~~

- D. ~~Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.~~

3. ~~*Netiquette.* All users must abide by rules of network etiquette, which include the following:~~

- A. ~~Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.~~

6141.321(c)

Instruction

Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

Acceptable Uses (continued)

3. ~~*Netiquette (continued)*~~

- B. ~~Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.~~
- C. ~~Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.~~
- D. ~~Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.~~

Internet Safety

1. ~~**General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.~~
2. ~~**Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network of Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.~~
3. ~~**"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's~~

computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

6141.321(d)

Instruction

Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

Internet Safety (continued)

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the

property of the school district and no user shall have any expectation of privacy regarding such materials.

6141.321(e)

Instruction

Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Internet Service Provider that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Instruction**Computers: ~~Acceptable Use of the Internet, Other Computer Networks and Internet Safety~~**

Legal Reference: ~~Connecticut General Statutes~~

- ~~_____ 1-19(b)(11) Access to public records. Exempt records.~~
- ~~_____ 10-15b Access of parent or guardians to student's records.~~
- ~~_____ 10-209 Records not to be public.~~
- ~~_____ 11-8a Retention, destruction and transfer of documents~~
- ~~_____ 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.~~
- ~~_____ 46b-56 (e) Access to Records of Minors.~~
- ~~_____ Connecticut Public Records Administration Schedule V – Disposition of Education Records (Revised 1983).~~

- ~~_____ Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).~~

- ~~_____ Dept. of Education. 34 CFR, Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.~~

- ~~_____ Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)~~
- ~~_____ Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])~~
- ~~_____ Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)~~
- ~~_____ Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.~~

- ~~_____ *Reno v. ACLU*, 521 U.S. 844 (1997)~~
- ~~_____ *Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)~~
- ~~_____ *Board of Education v. Pico*, 457 U.S. 868 (1988)~~
- ~~_____ *Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)~~

Policy adopted: ~~_____ June 11, 2002 _____ NEW MILFORD PUBLIC SCHOOLS~~
~~_____ New Milford, Connecticut~~

Instruction

Acceptable Use and Internet Safety

Overview

The Board of Education provides computer resources to support its educational objectives. Proper use of electronic information technology enhances the curriculum and learning opportunities for students as well as the teaching resources of school personnel.

The intent of this policy is to:

1. Promote the safe use of the District's computer resources by students and other users;
2. Prevent the misuse of computer resources by users.

When used in this policy, the term "computer resources" refers to the school's entire computer network. This includes, the school's computer system, file servers, database servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network. It therefore includes all e-mail services and Internet access.

This policy applies to all users of the District's computer resources. The term "users" includes students, employees, independent contractors, consultants, temporary workers, volunteers and all other persons or entities who use or come in contact with the District's computer resources. By using or accessing the District's computer resources, users agree to abide by this policy.

Any personal electronic devices which are brought into, or connected to the information networks of the District on or off school grounds shall be subject to this policy and related regulations.

Internet Safety and Access

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. Unfortunately, the Internet is also a source of highly inappropriate material. In an effort to minimize student exposure to inappropriate material on the Internet, the following protective measures will be employed by the District:

1. On-line activities of all users will be monitored.
2. The District will employ a technology protection measure that protects against Internet access by both adults and minors to visual depictions that obscene, pornographic, or, with respect to the use of computers by minors, harmful to minors as defined by the Children's Internet Protection Act. Such technology protection measure shall be in operation during any use of computers with Internet access. However, it is recognized that this measure alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet resources lies with the user.

Instruction

Acceptable Use and Internet Safety

3. The District expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, they will be supervised in a manner that provides Internet use that is well-suited to learning objectives. If necessary, school personnel may request, in writing, that the technology protection measure be disabled for use by an adult for the purpose of bona fide research or other purpose that promotes an educational objective. The Director of Technology and/or school principals] are authorized to approve such requests.
4. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the District's staff. School personnel who supervise student use of the Internet will give students instruction, as appropriate, regarding appropriate on-line behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. School personnel who supervise student use of the Internet shall limit and/or closely monitor forms of direct electronic communication, such as chat rooms and e-mail. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District.
5. Access to the Internet is a privilege and not a right. It is expected that all users will act in a responsible and legal manner in accordance with District policy and state and federal laws.

Security

Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the District's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the District's network without authorization.

Viruses can cause substantial damage to computer systems. 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.

Instruction

Acceptable Use and Internet Safety

Prohibited Activities

Users are not permitted to use school-provided computer resources to:

1. "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;
2. Share passwords with others, circumvent the menu/password and/or Internet filtering software installed on District computers;
3. Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications;
4. Harass, cyber bully or intentionally offend others;
5. Vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
6. Intentionally disrupt or degrade network activity;
7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission;
8. 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);
9. Send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information;
10. Violate any local, state, or federal law or school policy.

Users may not do any of the following without prior written authorization from the school administration:

1. Access the District networks with privately owned laptop computers, cell phones, I-pods, or any other personal electronic devices
2. Copy software for use on their home computers;
3. Provide copies of software to any independent contractors or clients of the District or to a third person;
4. Install software on any of the District's work stations or servers;
5. Download any software from the Internet or other on-line service to any of the District's work stations or servers;

Instruction

Acceptable Use and Internet Safety

Prohibited Activities (continued)

6. Modify, revise, transform, recast, or adapt any software;
7. Reverse engineer, disassemble or decompile any software.

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:

1. The District may have a duty under federal 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 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.
2. 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.
3. 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.
4. 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.
5. 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

Instruction

Acceptable Use and Internet Safety

Use of Computer Resources by School Personnel (continued)

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 profit, or for entertainment, is strictly prohibited. Solicitation 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. 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.

Limitations

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; the accuracy, nature, or quality of information gathered through District-provided Internet access; personal property used to access District computers or networks or for school-provided Internet access; nor for unauthorized financial obligations resulting from school-provided access to its computer resources and the Internet.

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.

Instruction

Acceptable Use and Internet Safety

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."

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

CODE OF CONDUCT FOR INTERNET AND OTHER
COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive *or harassing* to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No *personally identifiable* student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**CODE OF CONDUCT FOR INTERNET AND OTHER
COMPUTER NETWORK ACCESS**

11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Internet Service Provider that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

INTERNET FILTERING OVERRIDE REQUEST

Staff member (Please print)

School

- ☐ Please create an authorized Internet filtering override username and password for indicated staff member. The override will allow this individual unfiltered access to the Internet for a maximum of 60 minutes per activation.
- ☐ E-mail notification can be sent each time the override is activated. Notification messages contain the account username and the time of activation. They do not list sites visited while the override is enabled.
- ☐ Please provide access to the following URL's:

Please state the reason for override.

Have you viewed the sites?

For which grade level do you feel the sites are appropriate?

Staff member's signature and date

Staff member's e-mail address

Building administrator signature & date

**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 and accompanying regulation 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

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 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.

RECOMMENDED FOR CONSOLIDATION

Commentary – October 2012

This policy can be consolidated with the proposed 6141.321, which will cover the acceptable use for all users - students and personnel. The regulation and appendix that goes with this policy can be deleted.

4118.4

4218.4

Personnel – Certified/Non-Certified

Computer and Internet Use

~~The New Milford Board of Education provides computer resources to support its educational objectives. Only computer equipment supplied by the school system is permitted to be used at the workplace unless prior authorization is given. Proper use of computers enhances the curriculum and learning opportunities for students, and the job performance of school personnel, including employees, independent contractors, consultants, temporary workers, and other persons or entities who use or come into contact with the school district's computer resources.~~

~~Personnel are to use the computer resources for school-related purposes and performance of their jobs. School employees (only) may occasionally use the school district's computer resources for personal communications when the use does not interfere with any User's job responsibilities, the performance of the computer resources, or the operation of the school district. Personal use must comply with all federal, state and local laws and regulations, and school policy, regulations and practices.~~

~~Any User who violates this policy or related regulations, practices or procedures may be subject to discipline, up to and including termination, civil or criminal liability, financial obligation for unauthorized use of the computer resources, and/or revocation of computer access privileges.~~

~~All the school district's computer resources remain under the control, custody and supervision of the administration. The administration reserves the right to monitor all computer use and personnel should not expect privacy in their use of the school district's computer resources.~~

~~Each User is required to sign an Acknowledgment Form stating they have read and understand this policy and the accompanying administrative regulation.~~

~~The Superintendent, or his/her designee, shall be responsible for overseeing the implementation of this policy and the accompanying regulations, and for advising the Board of the need for any future amendments or revisions. The Superintendent, or his/her designee, shall develop an administrative regulation and may develop other rules or procedures governing the day-to-day management and operations of the school district's computer resources as long as they are consistent with the Board's policies and rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.~~

Policy adopted: December 9, 2003 NEW MILFORD PUBLIC SCHOOLS

Policy revised: October 18, 2005 New Milford, Connecticut

RECOMMENDED FOR DELETION

Commentary: This policy may be deleted in light of the revisions to Board Policy 6141.321, Acceptable Use.

6141.323(a)

Instruction

Internet Aceptable Use: Filtering

Access to Electronic Networks

~~Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. The Superintendent or his/her designee shall develop an administrative regulation containing an implementation plan for this policy. The implementation plan shall include, but not be limited to, integration of the Internet in the curriculum, staff training, software filters and safety issues.~~

~~The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. In addition, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.~~

Curriculum

~~The use of the District's electronic networks shall:~~

- ~~1. be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities and developmental levels of the students, and~~
- ~~2. comply with the selection criteria for instructional materials and library media center materials.~~

~~Staff members may, consistent with the Superintendent's regulations and implementation plan, use the Internet throughout the curriculum.~~

~~The District's electronic network is part of the curriculum and is not a public forum for general use.~~

Aceptable Use

~~All use of the District's electronic network must be:~~

- ~~1. in support of education and/or research and be in furtherance of the Board of Education's goals, or~~
- ~~2. for a legitimate school business purpose.~~

Instruction

Internet Acceptable Use: Filtering

Acceptable Use (continued)

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic network or computers. General rules for behavior and communications apply when using electronic networks as contained in Board policy #6141.321, "Acceptable Use of the Internet." Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices.

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

Authorization for Electronic Network Access

Each student and his/her parent or guardian must sign the District's authorization form prior to being granted unsupervised use of the network. Staff members must also sign the form as a condition of use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network.

The failure of any student or staff member to follow the terms of the authorization form, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Instruction**Internet Acceptable Use: Filtering****Authorization for Electronic Network Access (continued)**

(cf. 6141.321—Acceptable Use of the Internet)

(cf. 6141.322—Web Sites/Pages)

Legal Reference:—Connecticut General Statutes

- _____ 1-19(b)(11) Access to public records. Exempt records.
- _____ 10-15b Access of parent or guardians to student records.
- _____ 10-209 Records not to be public.
- _____ 11-8a Retention, destruction and transfer of documents
- _____ 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- _____ 46b-56 (e) Access to Records of Minors.
- _____ Connecticut Public Records Administration Schedule V—Disposition of Education Records (Revised 1983).
- _____ Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).
- _____ Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
- _____ Public Law 106-554 Fiscal 2001 Appropriations Law containing the “Children’s Internet Protection Act”
- _____ Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. Seq.
- _____ *Reno v. ACLU*, 521 U.S. 844 (1997)–
- _____ *Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)
- _____ *Board of Education vv. Pico*, 457 U.S. 868 (1988)
- _____ *Hazelwood School District v. Kuhlmeier*, 484 U.S. 620.267 (1988)

**New Milford Board of Education
Policy Sub-Committee Minutes
October 16, 2012
Lillis Administration Building, Room 2**

Present: Mr. Tom Brant, Chairperson
Mr. David A. Lawson
Mr. David R. Shaffer
Mr. Thomas McSherry, alternate

Absent: Mrs. Daniele Shook

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent of Schools

GEORGE C. BUCKBEE
TOWN CLERK

2012 OCT 18 P 1:01

NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:32 p.m. by Mr. Brant. Mr. Brant welcomed Mr. McSherry who was seated as an alternate in the absence of Mrs. Shook.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> None 	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Policies Recommended for Revision and Approval at Initial Board Presentation:	Policies Recommended for Revision and Approval at Initial Board Presentation:
1.	Policy 6111 School Calendar <ul style="list-style-type: none"> Mr. Brant referenced the commentary which stated that the revision was due to changes in legal references only. 	1. Policy 6111 School Calendar
2.	Policy 6115 School Ceremonies and Observances <ul style="list-style-type: none"> Mr. Brant referenced the commentary on changes to statutory language. Mr. Lawson questioned the need to have a silk flag or bunting, as that material can be expensive. Dr. Paddyfote said she would check to see if that is a requirement in the statutory language. 	2. Policy 6115 School Ceremonies and Observances

	<ul style="list-style-type: none"> Mr. Shaffer asked what the definition of a school room included. Dr. Paddyfote said it was usually interpreted to be a classroom. 	
	<p>3. Policy 6121.1 Educational Opportunities to Promote Awareness of Diversity</p> <ul style="list-style-type: none"> Mr. Brant said this revision also resulted from changes to the statute. Dr. Paddyfote said the district always reports efforts to promote awareness of diversity in the School Strategic Profile. 	<p>3. Policy 6121.1 Educational Opportunities to Promote Awareness of Diversity</p>
	<p>4. Policy 6140 Curriculum</p> <ul style="list-style-type: none"> Mr. Brant noted the tie in to the Common Core State Standards. Mr. Lawson asked if this policy would need to be revisited when common core state standards are adopted in other disciplines and Dr. Paddyfote said that would be the case. 	<p>4. Policy 6140 Curriculum</p>
	<p>5. Policy 6145.22 Interscholastic/Intramural Athletics Sportsmanship</p> <ul style="list-style-type: none"> Mr. Brant noted that this revision clarifies responsibility for developing the district's sportsmanship code. <p>Mr. Shaffer moved to bring Policies 6111, 6115, 6121.1, 6140 and 6145.22 to the full Board for approval. Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p>	<p>5. Policy 6145.22 Interscholastic/Intramural Athletics Sportsmanship</p> <p>Motion made and passed unanimously to bring Policies 6111, 6115, 6121.1, 6140 and 6145.22 to the full Board for approval.</p>
B.	Policies Recommended for Revision:	Policies Recommended for Revision:
	<p>1. Policy 1140 Distribution of Materials by Students</p> <ul style="list-style-type: none"> Mr. Brant noted that the Committee had viewed a revision of this policy last month and asked to review a more restrictive version. He noted the October commentary which had been added. Dr. Paddyfote noted that the new version 	<p>1. Policy 1140 Distribution of Materials by Students</p>

	<p>limited distribution of materials by students to activities and events sponsored by the public schools, parent teacher organizations, the Town of New Milford or the State of Connecticut only. Other pre-approved flyers would be left in the schools for pick up.</p> <ul style="list-style-type: none"> • Mr. Shaffer said he still liked the option included in both versions that limited the materials to activities or events during the school year. Mr. Lawson agreed. • Dr. Paddyfote cautioned the committee that there would probably be resistance to the change from organizations that previously distributed to students. • Mr. Lawson said he liked the newer version which he thinks guards the Board against the unknown and cuts down on the large amount of flyers with which the district is bombarded. • Mr. Brant confirmed that the Committee consensus was that they favored the more restrictive version. 	
	<p>2. Policy 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety</p> <ul style="list-style-type: none"> • Dr. Paddyfote stated that this policy will cover both students and staff. The 6000 series relates to student instruction. The 4000 series covers both certified and non-certified staff. She distributed an addition, Appendix F, which covers contract employees. • Mr. Brant referred the Committee to the lengthy commentary provided which sums up and pinpoints the changes. <p>Mr. Shaffer moved to bring Policies 1140 and 6141.321/4118.4/4218.4 to the full Board for first review. Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p>	<p>2. Policy 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety</p> <p>Motion made and passed unanimously to bring Policies 1140 and 6141.321/4118.4/4218.4 to the full Board for first review.</p>
C.	<p>Policy Recommended for Consolidation:</p> <p>1. 4118.4/4218.4 Computer and Internet Use</p>	<p>Policy Recommended for Consolidation:</p> <p>1. 4118.4/4218.4 Computer and Internet Use</p>

D. 1.	<ul style="list-style-type: none">Mr. Lawson noted that this piggybacks on the new policy being recommended, so this policy will no longer be necessary.Dr. Paddyfote stated that this policy will be added to the agenda for deletion once the new policy is adopted by the Board. Policy Recommended for Deletion: 6141.323 Internet Acceptable Use: Filtering <ul style="list-style-type: none">Mr. Brant noted that this again piggybacks on the new policy and will be recommended to the full Board for deletion upon its adoption.	Policy Recommended for Deletion: 1. 6141.323 Internet Acceptable Use: Filtering
4.	Adjourn Mr. McSherry moved to adjourn the meeting at 6:51 p.m. seconded by Mr. Lawson and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 6:51 p.m.

Respectfully submitted:



Tom Brant, Chairperson
Policy Sub-Committee