

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Policy Committee Meeting**

Tuesday, November 13, 2012  
Education Center  
501 Kings Highway East  
Superintendent's Conference Room  
4:00 p.m.

Agenda

- I. Call to Order
- II. Approval of Minutes (Enclosure No.1)
- III. Policy
  - #6417 – Instruction - Student Internet Use (Enclosure No.2)
  - #4235 – Personnel - Electronic Monitoring (Enclosure No. 3, 4)
- IV. Open Discussion/Public Comment
- V. Adjournment

Future Items:

- BOE Mission and Goals
- Policy #4240 Personnel – Electronic Mail
- Policy #3552 Business – Lending School Owned Equipment
- Policy #5340 Students – Lost/Damaged Equipment
- Policy #5117 Students – Excused Absences
- Policy #4110 Personnel – Recruitment and Selection
- Policy #5542 Students – On Campus Recruitment
- Policy #6511 Instruction – Special Education

Future Mtg. Dates and Times: All future meetings will be held at 4:15; Monday, December 3

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

**DRAFT**

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**ENCLOSURE NO. 1**

**NOV 13 2012**

**Policy Committee Meeting**

Monday, October 1, 2012  
Education Center  
501 Kings Highway East  
Superintendent's Conference Room  
4:15 p.m.

MINUTES

- I. Call to Order  
Jennifer Kennelly called the meeting to order at 4:24pm. The other committee member present was Paul Fattibene. John Convertito was absent. Dr. David Title and Karen Parks were also in attendance.
- II. Approval of Minutes  
Minutes of the September 4, 2012 Policy Meeting were approved 2:0:0.
- III. Policy
  - #5335 Students - Student Internet Use, Cross reference to other policies  
This policy is proposed for elimination. It will move forward to the October 9, 2012 BOE Meeting for First Reading.
  - #4235 Personnel - Electronic Monitoring  
This policy will be held over to the next Policy Committee Meeting on November 5<sup>th</sup>, with feedback from CABE.
- IV. Open Discussion/Public Comment: None
- V. Adjournment – Meeting adjourned at 5:55pm

Future Items:

- Policy #4240 Personnel – Electronic Mail
- Policy #3552 Business – Lending School Owned Equipment
- Policy #5340 Students – Lost/Damaged Equipment
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Future Mtg. Dates and Times: All future meetings will be held at 4:15; Monday, November 5,  
Monday, December 3

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NOV 13 2012

Board of Education

Policy Guide

**Instruction****Instructional Resources****STUDENT INTERNET USE****6417**

~~Uses of electronic communication systems allow unprecedented opportunities for students to communicate, learn, access, and publish information. The district believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose new challenges including, but not limited to, ready access for all students, age level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. The district will endeavor to ensure that these concerns are appropriately addressed.~~

~~The district grants access to the network and the Internet by users only for the educational activities authorized under the administrative regulations including guidelines, procedures, and the specific limitations contained in this document.~~

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

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

~~To the extent that it is practical and prudent, t~~The District will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

## Instruction

### Instructional Resources

#### STUDENT INTERNET USE (continued)

6417

Use of the District's technology resources, and/or a student's personal electronic devices on school property, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each student user of the District's technology resources, and/or of the student's personal electronic devices on school property, has the responsibility to respect every other person in our community and on the Internet. All students are expected to follow the guidelines, procedures, and specific limitations outlined in the Acceptable Use Guidelines and Agreement (6417AR). Digital storage and electronic devices that are owned by the School District are District technology resources and are subject to search at any time.

Students are prohibited from using on school property and/or connecting to a District network, any personal electronic devices for a use that is prohibited by this policy, other District policies, and/or state and federal law. Personal electronic devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

If a student brings a personal electronic device onto school property and/or connects a personal electronic device to a District network, they are subject to the rules and regulations regarding acceptable use that is contained in this policy, related District policies and rules, and/or state and federal law. Any use that is inconsistent with District policies may result in loss of computer and internet privileges and/or other discipline commensurate with the offense.

By bringing a personal electronic device onto school property and/or connecting a personal electronic device to a District network, the student consents that faculty may confiscate said device if the faculty has a reasonable suspicion that a student is using a personal electronic device in a manner that is inconsistent with this policy or with other District rules, policies and/or state and federal law. Depending on the situation, the school may search the electronic device in a manner that is consistent with, and limited to, determining whether a violation of District policy and/or state and federal law has occurred.

Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual student.

## Instruction

### Instructional Resources

#### STUDENT INTERNET USE (continued)

6417

- Use of Electronic devices **may only be used** should be consistent with the District's educational objectives, mission and curriculum.
- **Receipt, Transmission and/or storage** of any material in violation of **District policies, and/or** any local, federal ~~and~~ **or** state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is ~~strictly~~ prohibited.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Students will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Fairfield Public Schools reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

**Instruction**

**Instructional Resources**

**STUDENT INTERNET USE (continued)**

**6417**

Legal Reference: Connecticut General Statutes 53a-182b Harassment in the first degree: class d  
felony (as amended by PA 95-143)

[Legal Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.](#)

CREF 6417

Approved 8/27/04

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NOV 13 2012

Board of Education  
Policy Guide**Fairfield Board of Education  
Fairfield, Connecticut****NOTICE****ELECTRONIC MONITORING****4235**

This policy also serves as the required posting notice.

Pursuant to the authority of Public Act 98-142, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined to be appropriate by the Board or the Superintendent of Schools at their discretion.

“Electronic monitoring,” as defined by Public Act 98-142, means the collection of information on school 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 (A) for security purposes in any common areas of the Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

All staff members are made aware of the following:

- Virtually, all electronic devices retain a record of each use and the information about that use may be recoverable.
- Electronic communications may not be secure and therefore may not be an appropriate means by which to communicate confidential or sensitive information.
- Freedom of Information Regulations apply to information maintained and/or communicated electronically as well as and to information maintained or communicated on other media.

The following specific types of electronic monitoring may be used by the school district in its facilities:

- Monitoring of e-mail and other components of the school district’s computer system for compliance with policies.
- Video surveillance of employee parking areas in school buildings and on school grounds except where prohibited by law for security purposes.
- Video surveillance on all school transportation vehicles.
- Telephone monitoring (office, professional calls only) (landlines, cell or wireless) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

**ELECTRONIC MONITORING (continued)**

**4235**

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without prior notice when the Board and/or Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law or professional codes of conduct, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulations.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff.

Approved 8/27/04

**NUTMEG BOARD OF EDUCATION**  
**Nutmeg, Connecticut**

**ENCLOSURE NO. 4**

**NOV 13 2012**

**NOTICE**

Pursuant to the authority of Public Act 98-142, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the Board or the Superintendent of Schools in their discretion.

“Electronic monitoring,” as defined by Public Act 98-142, means the collection of information on school 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, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by this school district in its facilities:

- Monitoring of e-mail and other components of the school district’s computer system for compliance with policies.
- Video surveillance of employee parking areas for security purposes.
- Telephone monitoring (office, professional calls only) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

*(Note: The above is a sample list only. The inclusion of reasons for the monitoring and the areas of the facility or job categories affected by the monitoring are not required by the law, but are recommended for employee relations reasons.)*

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without any prior notice when the Board and/or the Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff of the district.

Policy adopted: