



BOARD OF EDUCATION POLICY COMMITTEE MEETING

Thursday, March 24, 2022 7:30 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

1. Call to Order
2. Review of Board of Education Policy #5118.1 (Children of Out of Town Board of Education Employees)
3. Review of Board of Education Policy # 3240 (Tuition Fees)
4. Review of Board of Education Policy # 4118.11/ #4218.11 (Nondiscrimination)
5. Review of Board of Education Policy # 6141.2 (Technology and Instruction)
6. Adjournment

Children of Out-of-Town Board of Education Employees

The Board of Education believes that permitting the children of its non-resident employees to attend its schools may be advantageous in its recruitment efforts. This may be especially beneficial as the district competes for certain highly competitive teaching, administrative and support positions. Accordingly, the children of Board of Education employees who live out-of-town may attend the Glastonbury Public Schools at a special tuition rate approved annually by the Board.

All requests to be included in this program must be endorsed by the superintendent and submitted to the Board for approval. Under normal conditions, students will be accepted only at the beginning of the school year. Notification of acceptance and tuition amount will be sent to out-of-town staff after Board approval. Attendance will be permitted only on a space available basis determined by the superintendent. The parent/guardian will be responsible for transportation to and from school.

The Board of Education instructs the superintendent/ designee to set the tuition for this program annually at **\$1,000 per child**. ~~50% of the district's per pupil cost as published in the most recent Profile and Performance Report (PPR) produced by the Connecticut Department of Education.~~ In addition, any costs for additional services required under an IEP or 504 Plan will be paid by the employee.

~~Children approved for inclusion in this program prior to the start of the 2006-2007 school year will continue to pay a tuition based on the formula for tuition in place in 2005-2006.~~

Policy

Adopted: March 10, 1986

Revised: April 19, 1993

Revised: October 7, 1996

Revised: January 24, 2005

Revised: September 26, 2005

Revised: June 25, 2012

Revised: April 21, 2014

Revised: March 11, 2016

Revised:

Tuition Fees

Where tuition is charged for non-resident pupils who attend the Glastonbury Public Schools, it is established annually by the Board of Education.

In the case of students attending our vocational agricultural program, tuition is calculated using the formula mandated in section 10-65 of the Connecticut General Statutes.

Students enrolling in the district's schools whose parents/guardians intend to but have not yet become Glastonbury residents may be charged a tuition rate based upon the formula mandated for that purpose found in section 10-186 of the Connecticut General Statutes.

Children of non-resident Board of Education employees who attend Glastonbury Public Schools are charged a tuition ~~based upon a formula~~ explained in Policy 5118.1.

Legal Reference: Connecticut General Statutes

10-65 Grants for construction and operating vocational agriculture centers. Tuition charges.
(amended by PA 04-197)

10-186 Duties of local and regional Boards of Education re school attendance.

10-220 Duties of Board of Education

(cf. Policy 5118.1 - Children of Out-of-Town Board of Education Employees)

(cf. Regulation 5118 – Residency Requirements)

Policy

Adopted: October, 1981

Revised: September 26, 2005

Revised:

Nondiscrimination

In compliance with regulations of Title VI of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American with Disabilities Act, the Glastonbury board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policy. The Glastonbury Board of Education prohibits acts of discrimination in all matters dealing with employees and applicants for positions with the school district and endorses the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Glastonbury Board of Education declares that no discrimination based on race, creed, color, national origin, gender, sexual orientation, religion, gender identity or expression, marital status, veteran status, disability or age will exist in the school district with regard to employment, screening candidates for employment or in retention and promotion of employees. Sexual harassment has been established as a form of sexual discrimination as defined by Glastonbury Board of Education Policy 4118.12, in accordance with federal and state law.

The District recognizes that it is a discriminatory practice to request, on an initial employment application, a prospective employee's age, date of birth, dates of attendance at or date of graduation from an educational institution on an initial employment application, unless requesting or requiring such information is based on a bona fide occupational qualification or need, or when such information is required to comply with any provision of state or federal law.

“Race” is inclusive of ethnic traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, head wraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Equal Education Opportunity

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Glastonbury Board of Education.

The Civil Rights Compliance Officers for the Glastonbury Board of Education have the responsibility to monitor the compliance of this policy. The names and location of the Civil Rights Compliance Officers are posted in each school annually.

Areas in which employees/applicants shall not be discriminated against, include but are not limited to:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor Organization
- Contracts or Professional Agreements

Personnel – Certified/Classified

Policy 4118.11(a)
4218.11(a)
Revised

Policy

Adopted: October, 1981
Revised: November 14, 2005
Revised: August 12, 2013
Revised: May 22, 2018
Revised: October 4, 2021
Revised:

DISCRIMINATION COMPLAINTS (PERSONNEL)

Any employee or employment applicant who feels that he/she has been discriminated against on the basis of race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, disability, or age may discuss and/or file a grievance with the appropriate compliance officer (Title VI, Title IX, ADA, and Section 504) of the Glastonbury Public Schools. Reporting should take place, in writing, within forty (40) calendar days of the alleged discrimination.

The compliance officer will commence an effective, thorough, objective and complete investigation of the complaint within ten (10) working days after receipt of the complaint. The compliance officer will consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged violator, any witnesses to the conduct, and the victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigation process, due process rights will be upheld. No reprisals will be taken or permitted for truthfully asserting a complaint.

The compliance officer shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged violator, and, as appropriate, to all others directly concerned within fifteen (15) working days after receiving the complaint.

If the complainant is not satisfied with the decision of the compliance officer, an appeal in writing may be made to the Glastonbury Board of Education within ten (10) days of receipt of the decision.

The Board within thirty (30) working days, will investigate the complaint and may conduct a hearing to gather additional information. The Board will give a written response within ten (10) working days following the completion of the hearing.

Legal Reference:

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (as amended by PA 21-2 §441.)

46a-51 Definitions as amended by PA 17-127 and PA 21-2)

46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127 and PA 21-69)

P.A. 11-55 An Act Concerning Discrimination

10-153 Discrimination on account of marital status.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*

Connecticut General Statutes § 10-15c and § 46a-81a, *et seq.*

Discrimination on basis of sexual orientation

Section 504 of the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706 (7) (b)..

Public Act 11-55 An Act Concerning Discrimination

American Disability Act of 1989, as amended by the ADA Amendments Act of 2008

Civil Rights Act of 1987.

Title IX Final Rule, May 6, 2020

Regulation

Adopted: March 26, 2012

Revised: August 12, 2013

Revised: October 4, 2021

Revised:

Technology and Instruction

Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology Systems

~~The purpose of the policy and the following regulation is to explain the rights, responsibilities, etiquette, privacy considerations, security requirements, Internet safety, technology protections measures and possible consequences and liability concerns of accessing Glastonbury Public School's technology systems.~~

Glastonbury Public School believes that access to technology systems, networks, the Internet and other electronic resources is an essential component of every student's learning experience. Usage of all information technology tools in the schools is to exclusively support the education process including but not limited to instruction, assessment, professional development and management of educational tasks.

The Glastonbury Board of Education directs the superintendent/designee to develop and make available to staff, students and their parents/guardians regulations and guidelines to ensure awareness of the responsibilities, ethics, and legal issues associated with using Glastonbury Public School computers, **devices**, networks, electronic resources, the Internet and any other technology based tools. An Acceptable Use Agreement must be signed by all students and/or their parents/guardians (if students are under 18 years of age) in Grades K-12 before they are permitted access to Glastonbury Public Schools technology systems. ~~Students new to Glastonbury and/or their parents/guardians (if students are under 18 years of age) will sign an Acceptable Use Agreement as part of the registration process. In Grades K-12 the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* may be reviewed annually at the beginning of each school year. The signed Acceptable Use Agreement shall be maintained by the administration.~~

The Internet is a global electronic network used by innumerable organizations and individuals. In schools and libraries, the Internet is primarily used as a teaching and learning resource.

The Internet is an unregulated communication environment where information changes constantly. Some of this information may be inappropriate based upon the age and development level of the user. Accordingly, the Glastonbury Public School system continuously takes precautions by installing "filter" applications, ~~and developing specific guidelines to limit student access to inappropriate material.~~ Although these measures cannot totally eliminate the possibility of inadvertent access to objectionable data, such possibilities will be significantly limited.

Users of Glastonbury Public School ~~computers~~ **devices**, tablets/mobile devices, networks, electronic resources, the Internet and any other technology based tools have certain rights and privileges. Infringement upon, or disrespect of, the rights of other members or users may result in the loss of network privileges and other disciplinary action including, but not limited to, suspension, expulsion, termination of employment and/or referral to appropriate law enforcement agencies.

The Glastonbury Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board of Education will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to, loss of data as a result of delays or otherwise, no-deliveries, mis-deliveries, or service interruptions caused by the Internet or users which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. The Board does not accept any responsibility for the accuracy of information obtained through the Internet.

Revised: October 15, 2012
Revised: May 13, 2013
Revised: March 28, 2016
Revised: February 10, 2020
Revised:

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

Technology and Instruction

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I. TERMINOLOGY

Technology Systems - Glastonbury Public School computers, tablets, e-mail, mobile devices, cell phones, networks, electronic resources, information/data systems, the Internet (while accessing it via the GPS network), peripherals, portal and any other technology-based tools.

Users – Any staff (fulltime, part time or temporary) and/or students that access the GPS technology systems.

II. RIGHTS

A. Privacy/Monitoring Notification

All electronic data and communications systems received or continued on the network or any Glastonbury Public Schools technology system are the property of the Glastonbury Public Schools and are to be used only for school-related purposes.

The use of technology systems provided by the school system is restricted to school system business. Technology systems are not to be used for personal or private business. To ensure the proper use of our technology systems, **computer device** use, including, but not limited to e-mails, electronic messaging, Internet use, word processing, and information storage may be monitored at any time by the superintendent/designee. **As part of the monitoring process, the district will retain the capacity to bypass any individual password of a student or other users.** There should be no expectation of privacy when using or accessing school district technology systems.

There also may be a need to access private files as part of regular system maintenance and security audits. An attempt will be made to notify users of this in advance whenever possible. It is important that users recognize the fundamental difference between public and private forms of communication.

B. Equal Access

Users will be granted free and equal access to technology systems as deemed appropriate by GPS administration and/or supervisors. Exploration of the Internet is encouraged if consistent with the mission and policies of the Glastonbury Public Schools. No single user should monopolize a technology system or the network it uses. Personal files or applications are not permitted on the network or technology systems **without official authorization from administration.**

INSTRUCTION

Regulation 6141.2(a)

Revised

Technology and Instruction (continued)

C. Safety

To the greatest extent possible, users of technology systems will be protected from harassment and unwanted contacts. Any user who receives threatening or unwelcome communications should bring them to the attention of a teacher or administrator. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers and managers of the technology systems cannot eliminate access to all such services, nor can they identify all of them. Individual users must take responsibility for their own actions when navigating the technology systems.

D. Intellectual Freedom

The technology systems of the Glastonbury Public Schools provide a free and open forum for expression, including differing viewpoints. Users should be aware, however, that others may be openly critical of such opinions. ~~Occasionally, a posted message may be received from outside the local school network with harsh criticism (a practice known as “Flaming” or “Slamming”). It is best not to respond to such attacks. Personal attacks are not an acceptable use of the technology systems at any time.~~ The Glastonbury Board of Education does not officially endorse any opinions stated on the technology systems. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the Glastonbury Public Schools.

III. RESPONSIBILITIES

Users need to become familiar with their responsibilities while using the GPS technology systems. Failure to adhere to them may result in the loss of access privileges on the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to, suspension, expulsion, due process procedures, termination of employment and/or referral to the appropriate law enforcement agencies.

- A. Users have the full responsibility for the use of their account. Users must never share their passwords or account with anyone. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. ~~Under no conditions should users give their passwords to other users.~~
- B. Users must not knowingly degrade or interfere with the performance of the technology systems.

Technology and Instruction (continued)

- C. Users must obey the rules of copyright and fair use. They must respect all legal issues regarding software, information and attributions of authorship. Commercial software may not be installed/downloaded on the technology systems without going through the software review and acquisition process and/or approval by the curriculum director and Chief Technology Officer.
- D. Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum, such as news groups or alias E-mail, may be copied in subsequent communications, so long as proper attribution is given.
- E. Use of the technology systems for any illegal activities is prohibited. Illegal activities include tampering with technology systems' hardware or software, unauthorized entry into technology systems, or vandalism or destruction of technology systems files, unauthorized access to the network and/or information systems. Such activity is considered a crime under state and federal law.
- F. Users must avoid the knowing or inadvertent spread of computer viruses, spam, malware and other nuisance applications. Deliberate attempts to degrade or disrupt system performance of any GPS technology systems or any other computer system on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
- G. Users must employ appropriate language. Profanity or obscenity will not be tolerated on the technology systems. All users should employ language appropriate for school/professional situations as indicated by school codes of conduct and the Connecticut Code of Conduct for School Teachers and Administrators, Board of Education policies and school rules.
- H. Users should avoid offensive or inflammatory speech. Users must respect the rights of others that utilize the technology systems. Personal attacks are unacceptable use of the technology systems.
- I. Impersonations, misrepresentations, anonymity, or pseudonyms are not permitted.
- J. Exemplary behavior is expected in all online applications, collaborative sites or other online communication systems. When visiting locations on the Internet, using video conferencing, screen sharing communication tools, and distance learning environments users must conduct themselves as representatives of the Glastonbury Public Schools and in a manner consistent with all Board of Education policies and district standards/expectations.
- K. Any device provided to staff or students by Glastonbury Public Schools is the property of Glastonbury Public Schools and therefore must be surrendered to appropriate administrators when deemed necessary.
- L. Staff and Students are responsible for the general care of the device that they have been issued by the Glastonbury Public Schools.

INSTRUCTION

Technology and Instruction (continued)

Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of privileges to use the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to, suspension or expulsion, due process proceedings, and/or referral to the appropriate law enforcement agencies.

IV. NETWORK ETIQUETTE AND PRIVACY

Users of the Glastonbury Public School Technology Systems are expected to follow the accepted rules of technology etiquette. These rules include, but are not limited to, the following. Users must:

- A. Be polite
- B. Use appropriate language. Users are representatives of the Glastonbury Public Schools. What is written can be viewed in-house and worldwide. Use of offensive or obscene words or any other inappropriate language is prohibited.
- C. Report information relating to illegal activities to a teacher or administrator since there is no guarantee of privacy when using GPS technology systems.
- D. Not share, post or distribute personal information or names, home addresses and phone numbers of any other person while utilizing GPS technology systems.
- E. Not send or encourage others to send abusive messages.
- F. Not disrupt the technology systems in any way.

V. PROHIBITIONS

The use of the technology systems of the Glastonbury Public Schools for illegal, inappropriate, unethical purposes by users is prohibited. More specifically:

- A. Use of the technology systems of the Glastonbury Public Schools to facilitate illegal activity is prohibited.
- B. Use of the technology systems of the Glastonbury Public Schools for commercial or for-profit purposes is prohibited.
- C. Use of the technology systems of the Glastonbury Public Schools for non-educational purposes that do not directly relate to instruction or execution of job functions is prohibited.

INSTRUCTION

Regulation 6141.2(d)

Revised

Technology and Instruction (continued)

- D. Use of the technology systems of the Glastonbury Public Schools for product advertisement, solicitation, political lobbying, advocacy for groups, issues, agencies or entities that are not directly related to the curriculum and instruction is prohibited.
- E. Malicious use of the technology systems of the Glastonbury Public Schools to develop programs that harass other users or infiltrate a technology system and/or damage the software or a computer or system is prohibited.
- F. Harassment, discriminatory remarks, and other anti-social communications/productions on the technology systems of the Glastonbury Public Schools are prohibited. Users should promptly inform appropriate staff of any communications/productions that may be construed as threatening, harassing, or otherwise inappropriate.
- G. The technology systems will not be used to obtain, store, use, access, create, copy or disseminate obscene or pornographic material. There is to be no creation, production, display, storage or transmission of sexually explicit images, messages, or cartoons that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious and political beliefs. The technology systems should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school related solicitations.
- H. Use of the technology systems of the Glastonbury Public Schools to create, obtain, store, display, copy and/or transmit material likely to be offensive or objectionable to recipients is prohibited.
- I. Use of the technology systems of the Glastonbury Public Schools intentionally to obtain or modify files, passwords, network settings/policies, resources or data belonging to other users is prohibited.
- J. Use of the ~~computer network~~ **technology systems** of the Glastonbury Public Schools to misrepresent other users ~~on the technology systems of the Glastonbury Public Schools~~^[1] **(use another person's password)** is prohibited.
- K. Use of the technology systems Glastonbury Public Schools for fraudulent copying, communication, creation, production or modifications of materials in violation of law is prohibited and will be referred to appropriate authorities.
- L. Loading or use of unauthorized games, program, files and other electronic media is prohibited. Any downloads or installs must be approved by appropriate administrators.
- M. Users will not be allowed on-site or remote access to District technology systems without official authorization **from administration**
- N. The hardware and software of other users shall not be destroyed, modified or abused in any way.

INSTRUCTION

Regulation 6141.2(e)

Revised

Technology and Instruction (continued)

O. Personal computers, software, peripherals, etc. are not allowed onto the technology systems **without official authorization from administration.**

Abuse of any one of the above activities may result in the loss of privileges to the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to suspension or expulsion, due process proceedings, termination of employment and/or referral to the appropriate law enforcement agencies.

VI. SECURITY/FILTERING

Security on the technology systems is a high priority. If users of the technology systems of the Glastonbury Public Schools identify a security problem, the user must notify a teacher or administrator at once without discussing it or showing it to another user. The user must not use another individual's account. Any user identified as a security risk will be denied access to the technology systems of the Glastonbury Public Schools.

Filtering should be viewed as one of a number of techniques used to manage users' access to the Internet and encourage acceptable use. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering will be used in conjunction with:

- Active classroom supervision while students are using technology systems
- Electronic monitoring of inappropriate access
- Professional development and educational ~~units on ethical and legal uses of computing technology~~ **with the Connecticut Information and Technology Curriculum Framework**

The placement of filters on the District technology systems are viewed as an exercise of the Board of Education's right to determine educational suitability of materials used in the schools. Filters will be used to block pre-selected sites, block words or phrases, block categories such as chat, newsgroups, etc. In accordance with the Children's Internet Protection Act, filters will be maintained to block websites deemed to be obscene, pornographic, and/or harmful to minors. Additional categories of websites to be blocked will be determined by the superintendent/designee. Users' online activities will be electronically monitored and logged via technology protection measures.

Filtering categories of websites may often block access to sites that are instructionally appropriate for classroom lessons, research projects, and/or other appropriate educational purposes. Staff who wish to have a website unblocked must follow the school district process outlined on the Technology and Information Services section of the GPS Staff Site. If the sites are determined to have valid educational purpose, access to these sites will be unblocked temporarily and/or permanently.

Occasionally, students and/or staff may access websites that are objectionable. These should be reported to the superintendent/designee for consideration to be blocked by the filtering system.

INSTRUCTION

Regulation 6141.2(f)

Revised

Technology and Instruction (continued)

VII. CONSEQUENCES

Users of the technology systems of the Glastonbury Public Schools shall be responsible for damages to the equipment, system and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to gain access to the technology systems of the Glastonbury Public Schools. Other appropriate disciplinary procedures may take place as needed.

Illegal use of the technology systems of the Glastonbury Public Schools, intentional deletion or damage of files or data belonging to others, and copyright/fair use violations or theft of services will be reported to the appropriate legal authorities for possible prosecution and other consequences.

USERS

Students, teachers, and other staff members from the Glastonbury Public Schools are potential users of the Internet, computers/network and related electronic learning resources provided by the Board. ~~Five user levels are defined for the purposes of organizing supervision for group instruction and personal use of these information resources. All authorized employees must receive training on acceptable use of GPS technology systems prior to working with students.~~

Students in Grades K through 12 will be on a continuum toward being independent users of the Internet, devices, network, related electronic learning resources and other information technologies. The user will take full responsibility for his or her actions.

Students entering Kindergarten will be provided a school issued device to be used for educational and instructional purposes. Students will be allowed to take these devices home in the evening and use them where appropriate during the school day. Students issued devices must abide by all provisions of policy 6141.2 including the following:

When students graduate, withdraw, are expelled, are outplaced or otherwise end their enrollment in the district school for any other reason, they must return their individual school issued device. If the device is lost, stolen and/or damaged, the student/parent or guardian may be responsible for the replacement cost of the device.

USER LEVELS

~~Level I — Students in Pre-kindergarten through and including grade 3 will use the Internet and other technology systems with direct supervision of a teacher or paraprofessional. Direct supervision means that the adult will guide the student through the Internet session and will have a continuous view of the student's computer/Internet interactions. All Internet searches~~

will be conducted using *the Glastonbury Public Schools Preferred Digital Resources for Grades PreK-5*.

~~In grades PreK-3, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Level II—Students in grades 4 and 5 may access specific web addresses and E-mail accounts as listed or book marked by the teacher when a teacher or paraprofessional is in the same room as the user. Students in grades 4 and 5 may do subject searches and send E-mail with direct supervision of a teacher or paraprofessional. All Internet searches will be conducted using the *Glastonbury Public Schools Preferred Digital Resources for Grades PreK-5*.~~

INSTRUCTION

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut
Regulation 6141.2(g)

Revised

Technology and Instruction (continued)

~~In Grade 4-5, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Level III—Students in Grades 6, 7 and 8 may access specific web addresses and E-mail accounts as listed or book marked by the teacher and may do subject searches and send E-mail when a teacher or paraprofessional is in the same room as the user.~~

~~In Grade 6, parents and students will be asked to read the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* and sign the Acceptable Use Agreement (Policy 6141.2).~~

~~In Grades 7-8, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Level IV—Students in Grades 9 through 12 will be on a continuum toward being independent users of the Internet, computers/network, related electronic learning resources and other information technologies. The user will take full responsibility for his or her actions.~~

~~In Grades 9-12, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Students entering Grade 4 will be provided tablets to be used for educational and instructional purposes while they are attending SMS and GHS. Students will be allowed to take these tablets home in the evening and use them where appropriate during the school day. Students issued tablets must abide by all provisions of policy 6141.2 including the following:~~

- ~~The tablet is school property and all users must abide by Policy 6141.2.~~
- ~~Parents and students must sign and return the *Glastonbury Public Schools iPad Acceptable Use Agreement* (see Appendix A) before the tablet can be issued to their child.~~
- ~~Periodically, students may be required to return their tablets for periodic maintenance and compliance of BOE and school policies. This is an opportunity for the district to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that this will not interfere with the student's use of the tablet for learning.~~

GLASTONBURY PUBLIC SCHOOLS
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Technology and Instruction (continued)

- ~~When students graduate, withdraw, are expelled, are outplaced or otherwise end their enrollment in the district school for any other reason must return their individual school provided tablet. If the tablet is lost, stolen and/or damaged, the student is responsible for the replacement cost of the tablet.~~
- ~~The student will be responsible for any damage to the tablet, and must return it and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the tablet. Parents may wish to purchase supplemental insurance policy to mitigate loss, theft or accidental damage.~~
- ~~For purposes of security and network manageability, the tablets are equipped with Wi-Fi networking capabilities only and will access the District's network via a managed Wi-Fi connection. No access to 3G or 4G networks will be provided. Students will be allowed to set up wireless networks on their tablets. This will assist them with tablet use while at home. However, students must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.~~
- ~~All required instructional and productivity apps, will be provided by the school district.~~
- ~~The software/apps selected and purchased by the school must be installed and remain on the tablet in usable condition and be easily accessible at all times.~~
- ~~Each student may be required to have an Apple account to access and load Apps (if using iPads).~~

Tablet Care

- ~~Students are responsible for the general care of the tablet that they have been issued by the school.~~
- ~~Tablets that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.~~
- ~~Only use a clean, soft cloth to clean the screen, no cleansers of any type (refer to tablet user guide for further instructions).~~
- ~~Cords and cables must be inserted carefully into the tablet to prevent damage.~~
- ~~Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Glastonbury Public Schools.~~
- ~~Other recommendations per the tablet's user guide~~

The guidelines below should be followed:

- ~~Tablets must never be left in an unlocked locker, unlocked car or any unsupervised area.~~
- ~~Students are responsible for keeping their tablet's battery charged for school each day.~~

Technology and Instruction (continued)

- ~~Tablets should be carried in a protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen. The screens are particularly sensitive to damage from excessive pressure on the screen.~~
- ~~The tablet screens can be damaged if subjected to rough treatment.~~
- ~~Do not lean on the top of the tablet when it is closed.~~
- ~~Do not place anything near the tablet that could put pressure on the screen.~~
- ~~Do not place anything magnetic on or near the screen.~~
- ~~Do not place anything in the carrying case that will press against the cover.~~
- ~~Clean the screen with a soft, dry cloth or anti-static cloth.~~
- ~~Do not “bump” the tablet against lockers, walls, car doors, floors, etc.~~

~~Level V — The Glastonbury Public Schools staff (including long-term substitutes, interns, student teachers and other temporary staff) and other authorized adult users will be independent users with full responsibility for their actions in accordance with the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (Policy 6141.2). Each current and new staff member will receive training on the expectations, responsibilities and acceptable uses of Glastonbury Public Schools technology resources.~~

DISTRICT RESPONSIBILITIES

The following outlines district responsibilities with regard to:

Technology-Systems:

- Respect the privacy of individual user’s electronic data. However, users should be aware that, unless specifically protected by Connecticut’s Freedom of Information statute, all information is in the public domain. Users should not have expectations of personal privacy when utilizing any of the systems. Only authorized staff shall have access to data as required to do so by law, Board policy or terms of *Internet Safety* and *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (6141.2).
- Take prudent steps to develop, implement, and maintain security procedures to insure system, file, and data integrity.
- Attempt to provide error-free, dependable access to electronic resources.
- Refrain from denying or removing user privileges without just cause.
- Undertake due process against users whose behaviors are not in keeping with the *Internet Safety* and *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (6141.2). These actions shall be consistent with Board of Education policy, guidelines, and collective bargaining agreements.

Technology and Instruction (continued)

Instructional Use:

- Develop and implement a process that makes all users aware of their rights and responsibilities and provide user agreements and a system for archiving them.
- Communicate the terms of the Acceptable Use Policy Agreement to parents of students and staff.
- Provide instruction to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response.

Security, Internet Safety and Technology Protection Measures:

In order to maintain the safety of students, staff and resources (related to technology systems /network usage), security and confidentiality of information, and prevent unauthorized usage/intrusion of the Glastonbury Public Schools Technology Systems and Networks, the Department of Technology and Information Services will secure the electronic environment in accordance with the Children's Internet Protection Act of 2000 **2011** (CIPA) by implementing, maintaining, updating and/or upgrading:

- systems updates as determined by best practices, industry recommendations and/or department recommendations
- firewall services
- anti-virus services
- Internet content filtering services
- network security services and group policies
- nuisance prevention systems (i.e. pop-ups, spam, etc)
- disaster recovery and business continuity systems
- ongoing testing of network security
- internet monitoring and logging services

Legal Reference: Connecticut General Statutes
10-184 Duties of parents
10-186 Duties of local and regional Boards of Education re school attendance
10-220 Duties of Boards of Education,
Section 53a -182b through Section 53a –183, Computer Related Offenses, as amended by Public Act 95–143, Act Concerning Harassment by Computer and Possession of Child Pornography
Children's Internet Protection Act of 2000, **2011**

Regulation

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Revised: