

## **Policy Subcommittee Meeting**

Wednesday, March 22, 2023 \*6:30 p.m. \*Please note change in the start time of the meeting.

Meeting Access: Policy Subcommittee (3/22/23 at 6:30 p.m.) Web:  
<https://zoom.us/j/99609782163> Dial In: (929) 205-6099 Meeting ID: 996 0978 2163, 3 Brush Hill Road, New Fairfield, CT 06812

### **I. CALL TO ORDER**

### **II. APPROVAL OF MINUTES**

II.A.

II.B. February 22, 2023 - Regular

### **III. ACTION ITEMS**

III.A. Policy 4118.51 - Social Media

III.B. Policy 3517.1 – Identification Badges

### **IV. INFORMATION ITEMS**

### **V. OTHER**

### **VI. ADJOURNMENT**

**BOARD OF EDUCATION, NEW FAIRFIELD, CT**  
**Policy Subcommittee Meeting**

Name of Subcommittee: Policy Meeting type: Regular  
Date of Meeting: 2/22/23 Place of Meeting: Zoom  
Members present: Kathy Baker, Samantha Mannion, Amy Johnson, Stephanie Strazza  
Members absent:  
Other attendees: Ken Craw, James D'Amico, Karen Gruetzner, Tim Blair, Dom Cipollone, Kim LaTourette  
Minutes submitted by: Kathy Baker  
Meeting Access: Policy Subcommittee (2/22/23 at 7 p.m.)  
Web: <https://zoom.us/j/99539757595> Dial In: (929) 205-6099  
Meeting ID: 995 3975 7595

The meeting was called to order at 7 p.m.

**II. APPROVAL OF MINUTES**

A. December 14, 2022 - Regular

**Motion:** To approve the minutes of December 14, 2022, as presented

Made by: Stephanie Strazza

Seconded by: Samantha Mannion

**Recording of Vote:** All in favor

**III. ACTION ITEMS**

A. Policy 3517.1 – Identification Badges – Karen Gruetzner spoke about ID badges. The middle school ID badges were kept in school and it created a hard time managing the badges. Students were leaving them at home or not having them consistently. Karen wanted guidance. Samantha shared that we arrived at having the policy in place with students wearing the lanyards because of an incident in Ridgefield involving a non-student from Ridgefield who was on campus for several hours and no one noticed. Ken mentioned that the policy asks the student to display the badge. Samantha recalled that when our subcommittee voted and revised the policy, the language said students are required to wear and display the badge. James D'Amico said the students have to show their IDs to get into the building. They also have to display it in the library, cafeteria and other "high traffic areas." James reported that students were out of practice with having their IDs. At the high school, if students don't have their IDs, they have to get a temporary badge. James said the part of the policy they struggle with is the "bus piece." James is not sure if students are showing their IDs when they get on and off the buses. Compliance at the high school is pretty good. Samantha said the understanding was that the students would have to show their IDs in order to ride the bus, and someone without a district ID should not ride the bus. Kim agreed that the high school should have the ID, but the middle school is different. Dom said that the responsibility is on the administrators to enforce the ID policy. Ken said that there is a significant management piece with the IDs. Brookfield is piloting an online ID card. The online cards would not replace the hard cards. Stephanie said that it is possible the students could have two IDs, one for in school and one for the bus. (Public comment - Resident Don Hensley commented that safety is important.) Amy said that the ID should be required for the bus and to get in to school and Kathy agreed. Kim would like to not have middle school kids take out their phones. Kim said that we need to think about what is the most appropriate policy for our children. (Public comment - Don Hensley says that risk cannot be mitigated, but we can cope with this.) Stephanie said that the middle school students are going through a transition already and that maybe we can have a less disruptive way to enforce this. Ken reminded the committee that Karen brought up that she needed guidance. Samantha would like to add "required to have them," and it doesn't necessarily have to be displayed at all

times. Stephanie said that some middle school students cannot be left at a bus stop and not picked up and that is a safety concern. Dom agrees. Ken will adjust the language to reflect that the students in 6-12 need to have an ID available and ready to show when riding the bus. Paul Gouveia says the glare on the picture on an ID will not scan, if students take a picture of their ID.

**Motion:** To table Policy 3517.1 and 6141.321 pending the corrections and additions as discussed

Made by: Samantha Mannion

Seconded by: Kathy Baker

**Recording of Vote:** All in favor

B. Policy 4118.5 – Acceptable Computer Network Use - Ken provided some context concerning both acceptable use policies. This is a discussion regarding electronics, interaction, coaching and sports standpoint. We did have the one recent off campus incident, and it was concerning for everyone in the community. We want to make sure students and parents are aware to protect them at school. Ken and other administrators see concerns regarding social media and that appropriate boundaries are being held to. Samantha said both policies do not leave a lot open to interpretation. James said that there is the rebel logo. He said that we want a policy for social media. Samantha said we can add something that states they cannot use the logo without permission. Stephanie agreed that staff should never communicate with a student outside of the school sources/approved app. Samantha asked Ken to check with Gail to see if there is a sample CAFE policy for social media and report back to the board. Ken said there are parent workshops in March regarding Internet Safety. Ken reached out to Pat Del Monaco and Steve to get assistance regarding social media and internet safety.

**Motion:** To table Policy 4118.5 pending the corrections and additions as discussed

Made by: Samantha Mannion

Seconded by: Kathy Baker

**Recording of Vote:** All in favor

C. Policy 5118.111 – Tuition for Students of Staff Members - It has been a while since the subcommittee discussed this. Since the SROs are a part of the school community and work in our buildings, it was requested that they be included in this policy. The number of seats we have available is always taken into account. Kathy is in favor of the amendment. Amy is against it, adding that the SRO is not a BOE employee. Amy says that this could potentially open the floodgates for other town employees to want to be added, and Tim agreed. The suggested language will be posted on BoardBook. Samantha said that we reference the Sherman tuition rate, and what we need to say is "pursuant to the contract." (Public Comment - Don Hensley mentioned soft dollar compensation and said it has to end somewhere. Amanda Lombard says teachers came out in support of this policy.)

**Motion:** To move Policy 5118.111 to the full Board for consideration

Made by: Samantha Mannion

Seconded by: Stephanie Strazza

**Recording of Vote:** All in favor

D. Policy 6141.321 – Computers: Acceptable Use and Internet Safety Policy

**Motion:** To table Policy 3517.1 and 6141.321 pending the corrections and additions as discussed

Made by: Samantha Mannion

Seconded by: Kathy Baker

**Recording of Vote:** All in favor

**IV. INFORMATION ITEMS - none**

**V. OTHER**

**VI. ADJOURNMENT**

**Motion to adjourn: Made by:** Samantha Mannion

**Seconded by:** Stephanie Strazza

**Recording of vote:** All in favor

**Meeting adjourned at:** 8:40 p.m.

## **Personnel - Certified-Non-Certified**

### **Rights, Responsibilities and Duties**

#### **Social Media**

The New Fairfield Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; or
- 5) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

#### **Legal References:**

U.S. Constitution, Amend. I  
Conn. Constitution, Article I, Sections 3, 4, 14

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Gen. Stat. § 31-40x  
Conn. Gen. Stat. § 31-48d  
Conn. Gen. Stat. § 31-51q  
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

**Personnel - Certified-Non-Certified**

**Social Media**

Policy adopted: \_\_\_\_\_

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

**ADOPTED:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

7/5/16

Technical Rev. 11/20/2020

## **Personnel - Certified-Non-Certified**

### **Rights, Responsibilities and Duties**

#### **Social Media**

The Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in the Board’s policy or these administrative regulations is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between the Board’s policy or these regulations and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ personal online accounts, will not be a legal or policy issue. While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; or
- 5) violates the law, Board policies and/or other school rules and regulations.

#### **Definitions:**

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

Thus, the term Social Media includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes, but is not limited to, the following websites or applications, including an employee’s personal online account using such social media:

- (1) social-networking (e.g. Facebook, LinkedIn, Google+, Classmates.com);
- (2) blogs and micro-blogs (e.g. Twitter, Tumblr, Medium);
- (3) content-sharing (e.g. Scribd, SlideShare, DropBox);
- (4) imagesharing, videosharing or livestreaming (e.g. Snapchat, Periscope, Flickr, YouTube, Instagram, Vine, Pinterest);

## **Personnel - Certified-Non-Certified**

### **Social Media**

- (5) other sharing sites or apps such as by sound, location, news, or messaging, etc. (e.g. Reddit, Kik, Yik Yak, SoundCloud, WhatsApp).

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Electronic communications device includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless telephone.

Personal online account includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational or instructional purpose of the Board.

### **Rules Concerning District-Sponsored Social Media Activity**

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the prior permission of his/her building Administrator.
2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee's building Administrator. Where appropriate and with permission, district-sponsored social media accounts should be used for such purposes.
3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
  - The employee must receive the permission of his/her immediate supervisor.
  - The employee must not use his/her personal online account for such purpose, but shall use his/her Board-issued account.
  - The employee must ensure that such social media use is compliant with all Board of Education policies, regulations, and applicable state and federal

## **Personnel - Certified-Non-Certified**

### **Social Media**

- law, including the provision of required legal notices and permission slips to parents.
  - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
  - Parents shall be permitted to access any page that their child has been invited to join.
  - Access to the page may only be permitted for educational purposes related to the club, activity, organization or team.
  - The employee responsible for the page will monitor it regularly.
  - The employee's building Administrator shall be permitted access to any page established by the employee for a school-related purpose.
  - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using district-sponsored sites or accounts or through Board-issued electronic accounts.
  5. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board-issued accounts, or when accessing district-sponsored social media sites or while using personal devices on the district's wireless network or while accessing district servers.
  6. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using district electronic communications devices.
  7. All communications through district-sponsored social media or Board-issued electronic accounts must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the

## **Personnel - Certified-Non-Certified**

### **Social Media**

information, the employee shall consult with his/her building Administrator prior to communicating such information.

8. An employee may not link a district-sponsored social media page to any personal online account or sites not sponsored by the school district.
9. An employee may not use district-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
10. An employee may not use district-sponsored social media or Board-issued electronic accounts in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

### **Rules Concerning Personal Online Accounts**

1. The Board understands that employees utilize social media and the web for personal matters in the workplace. The Board of Education reserves the right to monitor all employee use of district electronic communications devices, including a review of online and personal social media activities. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, district-issued cellular telephones or other electronic communications devices. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other Board policies.
2. An employee may not mention, discuss, reference or link to the Board of Education, the school district or its individual schools, programs or teams using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees

## **Personnel - Certified-Non-Certified**

### **Social Media**

may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board of Education.

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated online relationship (e.g., relative), it is not appropriate for a teacher or administrator to “friend” or communicate with a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal online accounts, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. Texting through personal cell phone or communicating through any non-district channel is prohibited.
4. In accordance with the public trust doctrine, employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on the school district’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill his/her professional responsibilities.
5. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents or others, and any individual that views an employee’s communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.
6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through district computer systems. Any access to personal online accounts and/or personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee’s duties at work.
7. All communications through personal online accounts and/or social media must comply with the Board of Education’s policies concerning confidentiality, including

## **Personnel - Certified-Non-Certified**

### **Social Media**

the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her building Administrator prior to communicating such information.

8. An employee may not post official Board of Education material using a personal online account without written permission of his/her building Administrator.
9. All of the Board of Education's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

### **Access to Personal Online Accounts**

1. An employee may not be required by his/her building Administrator to provide his/her username, password, or other means of authentication of a personal online account.
2. An employee may not be required to authenticate or access a personal online account in the presence of his/her building Administrator.
3. An employee may not be required to invite or accept an invitation from his/her building Administrator or required to join a group with the employee's personal online account.

### **Disciplinary Consequences**

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

An employee may not be disciplined for failing to provide his/her username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of his/her building Administrator or

**Personnel - Certified-Non-Certified**

**Social Media**

failing to invite his/her building Administrator or refusing to accept an invitation sent by his/her building Administrator to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide his/her username, password or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulations shall prevent the district from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee’s personal online account or based on specific information about the transfer of confidential information to or from an employee’s personal online account. During the course of such investigation, the district may require an employee to allow the district to access his or her personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide his/her username and/or password or other authentication means in order for the district to access the personal online account.

Legal References:

U.S. Constitution, Amend. I  
Conn. Constitution, Article I, Sections 3, 4, 14  
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Gen. Stat. § 31-40x  
Conn. Gen. Stat. § 31-48d  
Conn. Gen. Stat. § 31-51q  
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Regulation adopted: \_\_\_\_\_ NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

7/5/16  
Technical Rev. 11/20/2020

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

#### **Site and Building Access**

#### **Identification Badges**

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear, above the waist, a District issued, approved identification badge.

**Required Identification:** All employees, while carrying out regular employment duties, will display identification badges in plain view. Student ID badges and lanyards will be provided to all students at the middle school and high school, which authorizes students to be on campus and on school buses. Students are ~~asked~~ **required** to display their ID badge in a prominent location and to retain their ID badge. **Middle School students do not have to wear ID badges once in school.** These ID badges will help staff in identifying students. Students will be required to present their ID badge to enter the school building if they arrive after the start of the school day.

**Issuing Identification Badges:** Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

**Visitors/Volunteers:** All visitors/volunteers are required to check in to the main office or front desk to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must sign out.

All visitors shall display the visitor's badge while they are in the school building during the school day.

Visitors who do not comply with this policy shall be escorted from the property. Staff members who observe someone entering District facilities without proper identification are required to address the person or immediately report this circumstance to the administration main office or front desk.

**Lost or Stolen Badges:** The first time the identification badge is lost or stolen, the District will provide a replacement at no cost. Each additional identification badge requested will cost \$10.00 per badge. If a badge is lost or stolen, employees should contact Human Resources and students should contact the school main office immediately.

(cf. 1250 – Visits to the School)

(cf. 3516 – Safety)

**Business/Non-Instructional Operations**

**Security of Buildings and Grounds**

**Site and Building Access**

**Identification Badges**

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: December 19, 2013  
Policy revised: April 3, 2014  
Policy revised: June 4, 2015  
Policy revised: March 3, 2022

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut