



Upcoming Meeting Dates

BOE Policy Updates

Draft Advisory Committee Meeting Minutes for 3/14/2013

RBC Final Meeting Minutes 3/5/2013

(BOE only)

Response to BOE Requests Regarding PK-2 Mathematics  
\*will be posted to website on 3/25/13

(BOE only)

Fairfield Ludlowe High School Conceptual Study Proposed 2013 Plan



## *MEETING DATES*

### UPCOMING MEETING DATES

- |          |   |
|----------|---|
| April 1  | 2:00 PM – Board of Selectmen Meeting<br>Public Executive Budget Session and Vote<br>725 Old Post Road<br>First Floor Conference Room<br>Independence Hall |
| April 1  | 4:15 PM – Policy Committee Meeting<br>501 Kings Highway East<br>Superintendent's Conference Room  |
| April 2  | 7:00 PM – Board of Finance Meeting<br>Public Executive Budget Session – Vote<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room     |
| April 9  | 9:30 AM – Ad-Hoc Communications Committee Meeting (BOE)<br>501 Kings Highway East<br>Human Resources Conference Room                                      |
| April 9  | 7:30 PM – Board of Education Meeting<br>Regular Meeting<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room                          |
| April 11 | 9:00 AM – BOE Goals Advisory Committee Meeting<br>725 Old Post Road<br>Sullivan Independence Hall<br>2 <sup>nd</sup> Floor Conference Room                |
| April 22 | 8:00 PM – RTM Budget Discussion<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room  |
| April 23 | 7:30 PM – Board of Education Meeting<br>Special/Board Self Evaluation<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room            |

**FAIRFIELD PUBLIC SCHOOLS**  
**Fairfield, Connecticut**

**INTER-OFFICE CORRESPONDENCE**

**TO:**

**FROM:** Karen Parks, Deputy Superintendent

**DATE:** March 21, 2013

**SUBJECT: BOARD OF EDUCATION POLICY UPDATES**

Please remove and add the following from your Board Policy Manual –

<b><u>REMOVE</u></b>	-	<b><u>Series 3000 – Table of Contents</u></b> Second Page
<b><u>ADD – REVISED</u></b>	-	<b><u>Series 3000 – Table of Contents</u></b> Second Page
<b><u>REMOVE</u></b>	-	<b><u>Policy 3530AR</u></b> FPS Information and Communication Technologies Acceptable Use Guidelines and Agreement
<b><u>ADD – REVISED</u></b>	-	<b><u>Policy 3530AR</u></b> FPS Information and Communication Technologies – Electronic Mail Acceptable Guidelines and Agreement
<b><u>REMOVE</u></b>	-	<b><u>Series 4000 – Table of Contents</u></b> First Page
<b><u>ADD – REVISED</u></b>	-	<b><u>Series 4000 – Table of Contents</u></b> First Page
<b><u>REMOVE</u></b>	-	<b><u>Policy #4235</u></b> Electronic Monitoring
<b><u>ADD – REVISED</u></b>	-	<b><u>Policy #4235</u></b> Electronic Monitoring
<b><u>REMOVE</u></b>	-	<b><u>Policy #4235AR</u></b> FPS Information and Communication Technologies Acceptable Use Guidelines and Agreement (Please remove the Administrative Regulations from all Policy Manuals (Not being Replaced))

**REMOVE**

-

**Policy #4240AR**

FPS Information and Communication  
Technologies Acceptable Use  
Guidelines and Agreement

**ADD – REVISED**

-

**Policy #4240AR**

FPS Information and Communication –  
Electronic Mail Acceptable Use  
Guidelines and Agreement

**REMOVE**

-

**Series 5000 (pages 2 & 3)**

**ADD – REVISED**

-

**Series 5000 (pages 2 & 3)**

**REMOVE**

-

**Policy #5335**

Student Internet Use  
(Please remove this policy  
from all Policy Manuals – (Not  
being Replaced) – Policy was  
approved for Deletion

**REMOVE**

-

**Policy #5335AR**

FPS Information and Communication  
Technologies Acceptable Use  
Guidelines and Agreement –  
(Please remove the Administrative  
Regulations from all Policy Manuals  
(NOT being Replaced)

**REMOVE**

-

**Series 6000 - Table of Contents**

Second Page

**ADD – REVISED**

-

**Series 6000 - Table of Contents**

Second Page

**REMOVE**

-

**Policy #6417**

Student Internet Use

**ADD – REVISED**

-

**Policy #6417**

Student Internet Use

**REMOVE**

-

**Policy #6417AR**

Administrative Regulations on  
Student Internet Use (Including  
Old Elementary and Secondary  
World Wide Web Student Use  
Agreement Forms)

**ADD – REVISED**

-

**Policy #6417AR**

FPS Information and Communication  
Technologies Acceptable Use  
Guidelines and Agreement

....THANK YOU...

KP/so

Memo – Policies 2013

**Business and  
Non-Instructional Operations  
(continued)**

**Series 3000**

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System of Accounts	3410
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**FPS Information and Communication Technologies – Electronic Mail  
Acceptable Use Guidelines and Agreement**

**3530AR**

The Fairfield Public Schools provide a variety of District Technology 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 District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology 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 District Technology Resources responsibly, ethically and with respect for the work of others.

**Scope:**

These guidelines apply to students, employees, contractors, consultants and visitors to BOE buildings, including all personnel affiliated with third party vendors. They apply to all technology equipment that is owned or leased by the BOE as well as any non-BOE owned equipment that may be connected to our network.

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 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 ensure that technology resources remain available and in working order, the Fairfield Public Schools has established **Acceptable Use (AUG) Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUG procedures and guidelines will be periodically reviewed, updated and distributed.

In order to initiate and maintain access to technology resources, all users must submit a signed *Acceptable Use Agreement* (detailed below), for which non-adherence may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUG are deemed as violations of school behavioral expectations and codes.

**Digital Citizen:**

Fairfield Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- *Respects One's Self.* Users will select online names that are appropriate and will carefully consider the information and images that are posted online.
- *Respects Others.* Users will refrain from using technologies to bully, tease or harass other people.
- *Protects One's Self and Others.* Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- *Respects Intellectual Property.* Users will suitably cite any and all use of websites, books, media, etc.
- *Protects Intellectual Property.* Users will request to use the software and media others produce.
- *Publishes Responsibly.* Users will adhere to the Districts Publishing Guidelines.

**FPS Information and Communication Technologies – Electronic Mail  
Acceptable Use Guidelines and Agreement**

**3530AR**

**Data Retention- Legal Discovery:**

Email has become the universal communication tool for staff, students and parents. It is important to note that communications sent via email are subject to the same security and document retention laws as non-electronic correspondence. Therefore all official communication must be sent from a district email account. Similarly, the use of USB and portable storage devices and cloud storage areas is allowed in the district but care should be taken to properly secure data. Keep in mind that sending files to your personal equipment (data-enabled phone, USB drive, cloud drive or home computer) can make these devices discoverable in the event of a legal issue, so it is best practice to not use your personal equipment to transfer or store files.

**Publishing Guidelines:**

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of technologies. It is understood that all distributed content may be accessible beyond the Fairfield Public Schools Community and viewed by a global audience.
- All content must be age appropriate and will safeguard students by shielding the identification of students' personal information and locations. No student names or explicit identifiable information other than student ID numbers or initials are to be included in electronic communication or electronic postings (e.g. no student names).
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable or privately sponsored material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

**Expectations:**

Fairfield Public School Technology users are permitted to use the District's Technology Resources for legitimate educational purposes. Use of District Technology Resources and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each computer user of District Technology Resources and/or of a student's Personal Electronic Device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes *whether district or personally owned*, will be treated as extensions of the physical school space. Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these resources*. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's resources, including any incidental personal use permitted in accordance with these regulations. Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:



**FPS Information and Communication Technologies – Electronic Mail  
Acceptable Use Guidelines and Agreement**

**3530AR**

- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology 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 prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- All technology users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian 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 Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

\*\*\*The district is establishing a "Bring Your Own Technology" program ("BYOT"). Based on curricular and/or communication needs, users may be given authorization to use their own equipment and allowed restricted access to the district network. The district is not responsible for the maintenance, repair, or replacement of any user owned equipment. Antivirus software/applications must be current. Wireless Internet use for curricular and/or school district communication activities on user owned equipment must be via the district's filtered Internet portal.

**Policy Violations:**

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, 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. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop 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.

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.

**FPS Information and Communication Technologies – Electronic Mail  
Acceptable Use Guidelines and Agreement**

3530AR

By signing below, **DISTRICT TECHNOLOGY RESOURCE** users (employees, students, and their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

1. **Behave ethically and responsibly when using District Technology Resources.**
  - a. Refrain from utilizing proxy gateways or similar technologies to bypass the technology monitoring and filtering.
  - b. Handle technology resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized technology resources.
  - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.
2. **Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
  - a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
  - b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
  - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
  - d. Refrain from using social network tools for personal use.
3. **Respect the privacy of others and treat information created by others as the private property of the creator.**
  - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
  - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
  - c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district *Publishing Guidelines*.
  - d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
  - e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

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I have read, understand, and agree to abide by the terms of the Acceptable Use Guidelines, Board Policies 3530, 4235, and 6417. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name: (print) \_\_\_\_\_

Date: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Circle:    **Staff**       **Student**

School/Location: \_\_\_\_\_

School Year: \_\_\_\_\_

For students: Parent/Guardian Signature: \_\_\_\_\_

## Personnel

## Series 4000

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**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:

- Monitoring may be used for assuring compliance with professional codes of conduct, Board Policy, or Administrative Regulations or established practices.
- 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 and as 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 in school buildings and on school grounds except where prohibited by law for security purposes.
- Video surveillance on all school transportation vehicles.

**ELECTRONIC MONITORING (continued)**

**4235**

- Telephone monitoring (landlines, cell or wireless) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

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, (2) violates the legal rights of the Board of Education or other employees, (3) or creates a hostile work environment.

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

Revised and Approved 1/29/2013

**FPS Information and Communication Technologies – Electronic Mail  
Acceptable Use Guidelines and Agreement**

**4240AR**

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  - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.
2. **Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
  - a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
  - b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
  - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
  - d. Refrain from using social network tools for personal use.
3. **Respect the privacy of others and treat information created by others as the private property of the creator.**
  - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
  - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
  - c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district *Publishing Guidelines*.
  - d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
  - e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

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**I have read, understand, and agree to abide by the terms of the Acceptable Use Guidelines, Board Policies 3530, 4235, and 6417. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.**

User's Name: (print) \_\_\_\_\_

Date: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Circle:    **Staff**    **Student**

School/Location: \_\_\_\_\_

School Year: \_\_\_\_\_

For students: Parent/Guardian Signature: \_\_\_\_\_

## Students (continued)

## Series 5000

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Student Discipline	5310
Substance Abuse	5313
Administrative Regulations	5313AR
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Infractions	5315
Hazing	5325
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Class Gifts to School	5425
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Health Assessments	5510
Administrative Regulations	5510AR
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Administrative Regulations	5511AR
Chronic Infectious Disease	5512
Administrative Regulations	5512AR
Psychotropic Drug Use	5513
Administration of Medication in the Schools	5514
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Management of Food Allergies in Schools	5516
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Reporting of Child Abuse and Neglect	5517
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Suicide Prevention, Intervention and Response	5518
Administrative Regulations	5518AR
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## **Students (continued)**

## **Series 5000**

Accidents	5520
Insurance	5530
Research Involving Students	5535
Civil and Legal Rights and Responsibilities	5540
Directory Information	5541
Administrative Regulations	5541AR
On-Campus Recruitment	5542
Publishing of Student Images	5543
Administrative Regulations	5543AR
Sexual Harassment	5544
Title IX	5545
Equal Education Opportunity	5546
Equivalence of Resources Among the Schools	5550

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## Instruction (continued)

## Series 6000

Instructional Arrangements	6300
Class Size	6310
Instructional Grouping	6320
Field Trips	6330
Administrative Regulations	6330AR
Homework	6335
Administrative Regulations	6335AR
Instructional Resources	6400
Responsibility for Selection	6400AR
Criteria for Selection	6400AR
Withdrawal of Materials Process and Procedure	6400AR
Supplies and Equipment	6412
Lost / Damaged Equipment	6413
Application of Technology	6414
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Web Site and Home Page Development	6416
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Student Internet Use	6417
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Instructional Resources for Teachers	6420
Surveys of Students	6421
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Individual Services and Diagnostic Counseling	6440
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Examination of Students	6443.1

## **Instruction**

### **Instructional Resources**

#### **STUDENT INTERNET USE**

**6417**

The Fairfield Public Schools provide a variety of District Technology 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 District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology 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 District Technology Resources 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 District 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/or guardians of minors are responsible for setting and conveying the standard that their children should follow when using District Technology Resources.

The District will provide training and procedures that encourage the widest possible access to District Technology Resources by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Use of District Technology Resources, and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each student user of District Technology Resources and/or of the student's Personal Electronic Devices on school property or during school sponsored or related activity, 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). District Technology Resources are subject to search at any time.

Students are prohibited from using on school property or during a school sponsored or school related activity District Technology Resources or any Personal Electronic Devices for a use that is prohibited by this policy, other District or administrative policies, rules and regulations and/or state and federal law.

## **Instruction**

### **Instructional Resources**

#### **STUDENT INTERNET USE (continued)**

**6417**

If a student brings a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connects a Personal Electronic Device to District Technology Resources, the student is subject to the rules and regulations regarding acceptable use in this policy, District or administrative policies, regulations and rules, and/or state and federal law. Any use that is in violation of the foregoing 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 or to a school sponsored or school related activity and/or connecting a Personal Electronic Device to District Technology Resources, the student consents that faculty may confiscate said device if there is a reasonable suspicion that a student is using a Personal Electronic Device in a manner that is in violation of this policy or with other District or administrative regulations, rules, or policies, and/or state and federal law. The school may search the Personal Electronic Device in a manner and to an extent that is consistent with, and limited to, the initial basis for the reasonable suspicion and to determine whether a violation of District or administrative policies, rules and regulations 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.

- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology 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 prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, 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.

## **Instruction**

### **Instructional Resources**

#### **STUDENT INTERNET USE (continued)**

**6417**

- Students and parent/guardian 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 Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via 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 District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted with District Technology Resources or Personal Electronic Devices.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop 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.

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.

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 8/27/2004  
Revised and Approved 1/29/2013

**FPS Information and Communication Technologies  
Acceptable Use Guidelines and Agreement**

**6417AR**

The Fairfield Public Schools provide a variety of District Technology 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 District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology 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 District Technology Resources responsibly, ethically and with respect for the work of others.

**Scope:**

These guidelines apply to students, employees, contractors, consultants and visitors to BOE buildings, including all personnel affiliated with third party vendors. They apply to all technology equipment that is owned or leased by the BOE as well as any non-BOE owned equipment that may be connected to our network.

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 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 ensure that technology resources remain available and in working order, the Fairfield Public Schools has established **Acceptable Use (AUG) Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUG procedures and guidelines will be periodically reviewed, updated and distributed.

In order to initiate and maintain access to technology resources, all users must submit a signed *Acceptable Use Agreement* (detailed below), for which non-adherence may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUG are deemed as violations of school behavioral expectations and codes.

**Digital Citizen:**

Fairfield Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- *Respects One's Self.* Users will select online names that are appropriate and will carefully consider the information and images that are posted online.
- *Respects Others.* Users will refrain from using technologies to bully, tease or harass other people.
- *Protects One's Self and Others.* Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- *Respects Intellectual Property.* Users will suitably cite any and all use of websites, books, media, etc.
- *Protects Intellectual Property.* Users will request to use the software and media others produce.
- *Publishes Responsibly.* Users will adhere to the District's Publishing Guidelines.



**FPS Information and Communication Technologies  
Acceptable Use Guidelines and Agreement**

**6417AR**

**Data Retention- Legal Discovery:**

Email has become the universal communication tool for staff, students and parents. It is important to note that communications sent via email are subject to the same security and document retention laws as non-electronic correspondence. Therefore all official communication must be sent from a district email account. Similarly, the use of USB and portable storage devices and cloud storage areas is allowed in the district but care should be taken to properly secure data. Keep in mind that sending files to your personal equipment (data-enabled phone, USB drive, cloud drive or home computer) can make these devices discoverable in the event of a legal issue, so it is best practice to not use your personal equipment to transfer or store files.

**Publishing Guidelines:**

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of technologies. It is understood that all distributed content may be accessible beyond the Fairfield Public Schools Community and viewed by a global audience.
- All content must be age appropriate and will safeguard students by shielding the identification of students' personal information and locations. No student names or explicit identifiable information other than student ID numbers or initials are to be included in electronic communication or electronic postings (e.g. no student names).
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable or privately sponsored material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

**Expectations:**

Fairfield Public School Technology users are permitted to use the District's Technology Resources for legitimate educational purposes. Use of District Technology Resources and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each computer user of District Technology Resources and/or of a student's Personal Electronic Device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes *whether district or personally owned*, will be treated as extensions of the physical school space. Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these resources*. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's resources, including any incidental personal use permitted in accordance with these regulations. Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

**FPS Information and Communication Technologies  
Acceptable Use Guidelines and Agreement**

**6417AR**

- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology 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 prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- All technology users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian 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 Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

\*\*\*The district is establishing a "Bring Your Own Technology" program ("BYOT"). Based on curricular and/or communication needs, users may be given authorization to use their own equipment and allowed restricted access to the district network. The district is not responsible for the maintenance, repair, or replacement of any user owned equipment. Antivirus software/applications must be current. Wireless Internet use for curricular and/or school district communication activities on user owned equipment must be via the district's filtered Internet portal.

**Policy Violations:**

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, 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. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop 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.

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**FPS Information and Communication Technologies  
Acceptable Use Guidelines and Agreement**

6417AR

**By signing below, DISTRICT TECHNOLOGY RESOURCE users (employees, students, and their parent/guardian) agree to always adhere to the following standards and expectations for conduct:**

- 1. Behave ethically and responsibly when using District Technology Resources.**
  - a. Refrain from utilizing proxy gateways or similar technologies to bypass the technology monitoring and filtering.
  - b. Handle technology resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized technology resources.
  - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.
- 2. Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
  - a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
  - b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
  - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
  - d. Refrain from using social network tools for personal use.
- 3. Respect the privacy of others and treat information created by others as the private property of the creator.**
  - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
  - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
  - c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district *Publishing Guidelines*.
  - d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
  - e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

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**I have read, understand, and agree to abide by the terms of the Acceptable Use Guidelines, Board Policies 3530, 4235, and 6417. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.**

User's Name: (print) \_\_\_\_\_

Date: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Circle:    **Staff**    **Student**

School/Location: \_\_\_\_\_

School Year: \_\_\_\_\_

For students: Parent/Guardian Signature: \_\_\_\_\_

DRAFT

Fairfield Public Schools  
Board of Education  
**Advisory Committee Meeting Minutes for 3-14-13**

1. Meeting called to order by Mrs. Brand at 5PM.

Members present: Mr. Dwyer, Mr. Convertito, Mrs. Brand Others present: Second Selectman McCarthy-Vahey Motion to approve minutes for 2-7-13 meeting moved by Mr. Convertito and seconded by Mr. Dwyer.

Motion passed 3-0.

2. Motion to approve list of applicants to work with Advisory Committee made by Mr. Convertito, seconded by Mr. Dwyer. Discussion included seeking members of the community to participate.

Motion to approve list passed 3-0.

3. Discussion and agreement of format included inclusion of Dr. Title or his representative to provide recommendations and to include all participants in review, and discussion to develop consensus for Mission Statement, Board of Education Goals and Long Term Goal.

4. Motion to adjourn moved by Mr. Convertito 5:30.

Sue Brand  
Chair, Goals Advisory Committee  
Fairfield Public Schools

## RIVERFIELD SCHOOL BUILDING COMMITTEE

### FINAL MINUTES OF MEETING

March 5, 2013

A regularly scheduled meeting of the Riverfield School Building Committee was held on Tuesday, March 5, 2013 at 7:30 pm in the Riverfield School Library.

#### Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Dorothy Domeika; Dan Graziadei; Scott Thompson

Absent Committee Members: Harry Ackley; Maureen Sawyer; John Shaffer; Pamela Iacono, BOE Liaison and Nick Mirabile, RTM Liaison

Also Present: Kenneth Boroson and George Katinger, Kenneth Boroson Architects; Lou Finkel, cost estimator for KBA; Peter Manning, and other representatives, Gilbane; Marc Sklenka and Sean Sullivan; Strategic Building Solutions; Judy Ewing, Liaison from the office of the First Selectman; Sal Morabito, BOE Manager of Construction, Security and Safety; Brenda Anziano, Riverfield School Principal and members of the public

#### 1. CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:30pm.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. APPROVE MINUTES FROM FEBRUARY 19, 2013

Motion made by Dorothy Domeika

To approve the February 19, 2013 minutes as amended with attendance correction

Dan Graziadei seconded the motion

Motion Carried 6:0:0

#### 4. REVIEW AND APPROVE ANY OPEN INVOICES

There were no open invoices.

## 5. STATUS AND OVERVIEW OF PROJECT (CHAIRMAN)

Mr. Quinn distributed two spreadsheets prepared by SBS: Construction Estimates, and Total Project Budget, and later on a third document illustrating the “bridge” between Scheme 4VE in December 2012 and the current Scheme 2BRVE

Mr. Quinn stated much time over the past several weeks has been spent reviewing plans and costs associated with the different options. Having looked at every single alternative and receiving cost estimates provided by Mr. Manning and Mr. Finkel the project is expected to cost between \$14 and \$15 million.

Mr. Boroson presented architectural drawings of Scheme 2B. One drawing illustrated moving a classroom from the main building to the pod, but that is not being considered because of the increased cost. Mr. Boroson reviewed the changes the committee requested including eliminating the platform from the gym. This reduced the overall square footage, but increased the general purpose (non-platform) square footage in the gym.

## 6. PRESENTATION OF COST ESTIMATES FOR 2BVE- GILBANE/SBS

Mr. Sklenka explained the two spreadsheet documents outlining construction estimates and project costs. The construction estimates by Gilbane and Mr. Finkel differ by over \$800,000. Most of the delta is due to different opinions of the projected cost of inflation. The second largest difference is in the contingency line for design. This line item covers details which are not available in the conceptual drawings. SBS uses the average of the two estimators, calling it the Reconciled Estimate.

Mr. Sklenka then reviewed the cost categories and estimates made by GBC, PCS and SBS on the second spreadsheet: Total Project Budget. Mr. Quinn summarized the two major Value Engineering Options: deleting the A/C, making this a \$14 million rather than \$15 million project and starting the project sooner (June 2014), which takes “nothing from nobody” but has the risk of prepaying about three months of construction costs. The inflation savings realized by starting the project sooner are estimated to be \$500,000. Mr. Sklenka then reviewed all the VEOs (Alternates) being considered. Mr. Quinn asked about putting in the A/C ductwork now to service a future air conditioning installation. Mr. Katinger replied that would be investing poorly because the technology may become outdated. Instead KBA recommends including A/C as an add alternate during the bid process.

In a conversation with Ms. Anziano it was discovered the bus and parent drop-off areas could both be located in front of the school eliminating a big turnaround area and reducing safety concerns. This made room to grade the landscaping naturally and eliminate the retaining wall. It also made room for more parking spaces.

Other VEOs listed to consider were deleting the gym platform, using a different material for the floor of the courtyard, reducing tile to wainscot, and using exiting light fixtures. Mr. Sklenka suggested UI might offer incentives, including donating fixtures, and the life cost of the new fixtures might be reduced.

Alternate 10, Early Start, requires starting the construction part of the project before receiving reimbursement. Mr. Morabito explained the ED049 (grant application) approval process and how the Bureau of School Facilities prioritizes projects. The required Plan Completion Tests can happen absent state legislature approval of the project for funding. The project approval and funding approval by the BSF are separate. The Fairfield Woods Middle School project was funded this way. The risk is the state would not reimburse; this has been a consideration in past years, but funding has never been withheld.

## 7. DISCUSSION OF COST ESTIMATES VERSUS PRIOR ESTIMATES-KBA/SBS

Mr. Boroson stated it is important to note we're comparing two different schemes and two different designs. Mr. Finkel described how Scheme 2B ended up being the preferred scheme when earlier on it looked like Scheme 4VE was better. As more information became available, numbers had to change. Not having to demolish the pod, not needing an elevator, reducing square footage and contingency, and using some of the existing kitchen equipment contributed to reducing the cost. Phasing costs and a better understanding of the mechanical and electrical systems required additional funds. Mr. Boroson stated having Gilbane in earlier would have been helpful. Mr. Quinn thanked KBA/SBS for providing the big change factors that led to the final recommendation of Scheme 2BVeRev Reconciled.

## 8. DISCUSSION AND VOTE ON NEXT STEPS BY COMMITTEE

Discussion continued about the details of the current proposal. Ms. Messina received confirmation about the removal of the stage, the materials being considered instead of pavers in the courtyard and the bathrooms being tiled to a height of 4'. Mr. Thompson invited opinions about the A/C. Mr. Ratner, Ms. Messina and Mr. Graziadei supported keeping the A/C, Mr. Quinn suggested making it an add-on alternative so as to recommend a \$14 million project. Mr. Ratner stated the BOE put out an \$11 or \$13 million number, but to fulfill the Ed Specs, this is what we've got. The committee majority decided to keep the A/C (Alternate 1) and not use the existing light fixtures (Alternate 8) Ms. Domeika was not comfortable with the large difference in the cost estimates between the two estimators.

Motion made by Christine Messina

For Mr. Quinn to seek approval for funding from the Town Board of Selectmen for the Riverfield Building Project in the amount of \$15,152,000 for Scheme 2BVE Revision reconciled with the following Value Engineering Options:

- Delete Gym Platform (Alternate 4)
- Delete Site retaining wall (Alternate 5)
- Identify courtyard pavers as add-alternate (Alternate 6)
- Reduce tile to wainscot (Alternate 9) Early Start : June 2014 (Alternate 10)

Motion seconded by Lawrence Ratner

Vote 5:1:0, with Dorothy Domeika opposing

Motion Carried

## 9. PUBLIC COMMENT

There was no public comment.

## 10. ADJOURN

Motion made by Lawrence Ratner

To adjourn the meeting

Motion Seconded by Dorothy Domeika

Vote 6:0:0

Motion Carried

Mr. Quinn thanked everyone for doing a great job and adjourned the meeting at 8:34pm.

Respectfully Submitted,

Kathleen Grande

Recording Secretary

These minutes are subject to review, correction and approval by the Riverfield School Building Committee.