

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCCOOK VALLEY SCHOOL BOARD

Policy Committee

Tuesday, November 16, 2021
SAU Office Finch Conference Room

5:30 p.m.

Agenda

School Board Committee Members:

- Keira Christian
- Katherine Heck, Chair
- Janine Lesser
- Kevin Pobst
- Stephen Ullman
- Jerome Wilson

1. Call to order
2. Accept November 2, 2021 Minutes

1st Read:

1. JICD - Student Behavior, Conduct, Discipline and Due Process- Re-Adopt with Changes
2. IMC – Controversial Speakers and Programs

2st Read:

1. IGE - Parental Objections to Specific Course Material
2. DAF - Administration of Federal Grant Funds
3. EEAEA - Mandatory Drug and Alcohol Testing – School Bus Drivers and Contracted Carriers

Policy Review-Priority/Required by Law

1. JRA - Students records. Privacy , Family, Student Rights
2. GBEF - Acceptable use Policy :Staff
3. DAF- Administrative Procedure
4. Non-Public Session RSA 91-A:3 II (If Required)

Policy Status Update:

1. JLCL - Concussions and Head injuries
 - a. Under review
2. IK - Earning of Credit
 - b. Under review by Education Committee
3. IMBC - Alternative Credit Options
 - c. Under review by Education Committee
4. IHCD/LEB – Advanced Course Work
 - d. Under review by Education Committee

5. LCC- Dual Enrollment
 - e. Under review by district personnel, the Equity Committee will review.

In legal review:

1. GBCD - Background Investigation and Criminal History Records Check
2. EBCF - Pandemic/Epidemic Emergencies
3. JLCE - Emergency Care and First Aid
4. EBCG - Communicable and Infectious Diseases
5. JLCG - Exclusion of Students Who Present a Hazard

Next Agenda Items:

1. “D” Financial Policy Review Schedule

Requests for Policy Review:

1. LC – Relations with Education Research Agencies
2. JBAB -Transgender and Gender Non-Conforming Students

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106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

**Tuesday, November 2, 2021
SAU Office Finch Conference Room
6:00 p.m.**

Minutes

School Board Committee Members:

- Keira Christian
- Katherine Heck, Chair
- Janine Lesser
- Kevin Pobst
- Stephen Ullman
- Jerome Wilson

Present: Keira Christian, Katherine Heck, Janine Lesser, Kevin Pobst, Stephen Ullman, Kat Foecking, Dr. Kimberly Saunders, Dr. Ann Forrest

1. Call to order
Katherine Heck called the meeting to order at 6:02 p.m.
2. Accept October 19, 2021 Minutes
Stephen Ullman moved to accept the minutes of October 19, 2021. Janine Lesser second. Unanimous.
3. Tonight's School Board Agenda –
1st read:
 - a. IGE - Parental Objections to Specific Course Material
 - b. DAF - Administration of Federal Grant Funds
 - c. EEAEA - Mandatory Drug and Alcohol Testing – School Bus Drivers and Contracted Carriers

Policy Review-Priority/Required by Law

4. GBCD - Background Investigation and Criminal History Records Check
 - a. Revisions to include addition of "designee" language to reflect 2021 amendments to RSA 189:13-a, and also to clarify prohibition of employing an applicant who has been charged pending disposition or convicted of a Section V offense

This policy is required. This policy needs review and should include the information above within it.

Kimberly Saunders said that this allows there to be a very specific designee.

Why does the NHSBA version include a statement about the destruction of the file? Kimberly Saunders shared information about destruction based on Federal Law. She said that she has to destroy the reports. Stephen Ullman asked if the district is only notified of Section 5 serious crimes. Kimberly responded by saying that she has previously come to the board for guidance. We cannot hire anyone who has Section 5 offenses. She receives information in criminal history checks that includes the arrest record. It will show the original arrest offense and also what the conviction was. She considers the job that the candidate has applied. She considers the information.

Approval of Student Teachers and approving an employee of a contractor are not in the ConVal policy. Kimberly said that they are included in the contract for hiring a contractor. Kevin Pobst noted that student teachers are not noted. NHSBA has a category called "covered persons" to cover these types of employees or volunteers. Kevin asked why not adopt the NHSBA version of this policy. Kimberly said that she would want to send it to legal. ConVal fingerprints and record checks substitutes as well.

The committee preferred to have the NHSBA go to legal review.

Kevin suggested putting substitutes under “covered persons” as well.

5. JICD - Student Behavior, Conduct, Discipline and Due Process

Dr. Ann Forrest reported that legal added red line notes to this policy. JIC and JIA could be incorporated into this policy. Legal confirmation of this was sought so that these could be rescinded. Atty., Dean Eggert integrated into JICD what was needed. JIA and JIC can be rescinded.

Kevin Pobst asked about a previous language addition that he had proposed to this policy. He shared what he had proposed, which in part, included the requirement that suspended students not only receive work but the support to complete that work.

Kimberly Saunders said that the recommendation is not to include language that is already afforded in the law. Changes in the law require levels of intervention. In addition, the building can suspend up to ten days. Beyond ten days, must come to the Superintendent for a hearing. Once suspended for 11 days cumulatively you are entitled to the work and the support for it. Suspensions beyond 20 days require School Board approval.

Discussion took place about providing the support for academics in the event of a suspension. Placing ConVal’s practice in the policy was suggested.

Discussion took place about reducing a grade of a student who cheated. Kevin Pobst said that those infractions that include physical danger should be the only suspendable offenses. He did not agree with nicotine, drugs, etc. as suspendable offenses.

This policy will go for a first read readopt and rescind the other two policies.

6. JRA - Students records. Privacy , Family, Student Rights

7. GBEF - Acceptable use Policy :Staff

8. Non-Public Session RSA 91-A:3 II (If Required)

Policy status update:

9. JLCL - Concussions and Head injuries
a. Under review

10. IK - Earning of Credit
a. Under review by Education Committee

11. IMBC - Alternative Credit Options
a. Under review by Education Committee

12. IHCD/LEB – Advanced Course Work
a. Under review by Education Committee

13. LCC- Dual Enrollment
a. Under review by Equity Committee

In legal review:

- 14. EBCF - Pandemic/Epidemic Emergencies
- 15. JLCE - Emergency Care and First Aid
- 16. EBCG- Communicable and Infectious Diseases
- 17. JLCG- Exclusion of Students Who Present a Hazard

Next Agenda Items:

- 18. “D” Financial Policy Review Schedule

Requests for Policy Review:

19. LC – Relations with Education Research Agencies
20. JBAB -Transgender and Gender Non-Conforming Students

Keira Christian motioned to adjourn at 6:53 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok

JRA - Student Records, Privacy, Family and Adult Student Rights

Possible Revisions

- Clarify when student data becomes an educational record? No, this is covered in "Education Record" section.
- Clarify accessing and securing student data being collected and maintained by applications, digital tools, and extensions?
- Based on Dean's presentation on FERPA, should we revise the section on "Maintenance of Student Records" to include a record keeping exception for staff who have an educational interest?

A. General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations as well as all state statutes pertaining to the student records, record confidentiality and access thereto.

B. "Education Record". For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

Not all communications or information are considered an educational record. For example, electronic mail, notes or memoranda which are not directly related to a student will not be considered an education record. It is the responsibility of the school administrator to determine what records shall be maintained by the school as a student record.

C. "Directory Information". For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;
4. Student photographs;
5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school career or educational plans; and
8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until *September 30th of each school year* to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

D. "Personally Identifiable Information". "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parents and Eligible Students. Within the first *four weeks of each school year*, the District will annually publish notice to parents and eligible students of their rights under State law, Federal law, and this policy ["the Notice," or

"Notice"]. The District will send the Notice listing these rights home with each student. The Notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records, and the process set forth in this policy JRA whereby a request is made for review and inspection;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; and the process for doing such, which includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right to provide written consent before the District discloses personally identifiable information, except to the extent the law permits disclosure without consent;
5. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
6. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

F. Procedure To Inspect Education Records. Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records. In accord with RSA 91-A:5, student records are exempt from disclosure under the Right-to-Know Law and access to student records will be governed by FERPA and state law.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to

discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. **This procedure must be completed within fourteen (14) days that the request for access is first made.**

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records. The Superintendent shall set a reasonable charge for providing copies, and may waive the requirement at his or her discretion.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. ***Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.***

G. Procedures To Seek ~~To~~ Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form

stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
2. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
3. Forward the written appeal to the Superintendent; and
4. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. **Second-level decision.** If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision whether or not to make the requested correction to the educational record;
4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. Parent/Eligible Student Explanation to be Included in Record. Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent [consistent with 34 CFR 99.31](#), [including](#) to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. *School officials with a legitimate educational interest.* School officials with a legitimate educational interest may access student records. ["School official"](#) includes a person employed by the district/SAU as an administrator, supervisor, instructor, or support staff member (including health/medical staff), members of the school board, volunteers, contractors/consultants who perform an institutional service or function for which the school district could otherwise use its own employees and who is under the direct control of the district with regard to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks. A school official has a ["Legitimate education interest"](#) [when the official needs to review an education record to fulfill his/her professional](#) ~~refers to school officials, contractors, consultants, or employees who need to know information in a student's education record in order to perform their employment, contracting, or consulting responsibilities and duties ; all as more fully specified in Section 99.31 of the FERPA regulations.~~
2. *Other schools into which a student is transferring or enrolling,* upon condition that the student's parents be notified of the transfer [of records](#), receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. *Officials for federal and state audit or evaluation purposes.*
4. *Appropriate parties in connection with financial aid for a student*
5. *Organizations conducting certain studies for, or on behalf of the School District.* Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the

information and to destroy the information when no longer needed for the purpose for which it is released.

6. *Accrediting organizations.*
7. *Judicial orders, or lawfully issued subpoenas*, upon condition that parents and the student are notified of all such orders, statutory disclosures or subpoenas in advance of compliance therewith by the District, ~~unless such notification is not required by FERPA, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency.~~ The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. *Health and safety emergencies.*
9. *Information designated as directory information*
10. *Disclosures to the Secretary of Agriculture or authorized representatives of the Food and Nutrition services for purposes of conducting program monitoring, evaluations and performance measurements.*

I. Maintenance of Student Records and Data. The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records, ~~other than by those individuals having a legitimate educational interest in accessing the records as defined herein,~~ must be dated and signed by the person accessing such records in a log or other record-keeping process.

The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law and District policy. ~~Not all records mentioning a student need be maintained as a student record. A record is considered an education record only if it personally identifies the student and is maintained by the district. Only those documents placed in a student's permanent file are considered to be maintained by the District.~~

J. Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local

officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

K. Military Recruiters and Institutions of Higher Learning

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless an adult student or the parent of the minor student requests that such information not be released without prior written consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.

L. Law Enforcement and Reporting Agencies

Consistent with RSA193-D:7, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

M. Litigation Hold

In the event an administrator receives a litigation hold letter or notice regarding a student or former student, the administrator receiving the letter shall promptly inform those individuals responsible for record maintenance and retention of their duty to preserve and not delete or destroy records pertaining to the subject matter of the hold until instructed otherwise. If the administrator receiving the hold letter or notice is not the Superintendent, the Superintendent and the District's Information Technology Officer shall be promptly informed.

Legal References:

RSA 91-A:5, III, Exemptions, Pupil Records

RSA 189:1-e, Directory Information

RSA 189:66, IV, Data Inventory and Policies Publication

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Related Policies: EHB & JRC

Category: Recommended

1st Read: August 20, 2019

2nd Read: September 3, 2019

Adopted: September 3, 2019

- **Possible Revisions**
 - Clarify responsibilities related to collecting, maintaining, and securing student and staff data?
 - Clarify responsibility to immediately report if there is reason to believe confidential information has been disclosed to an unauthorized person?
 - Clarify responsibilities related to researching and using online services or applications?

GBEF – Acceptable Use Policy: Staff

1. For purposes of this policy, the term “staff” refers to Contoocook Valley School District employees, including administrative staff, teachers, paraprofessionals, maintenance personnel, food services employees, student teachers, methods students, interns, contracted service personnel, and any volunteers working within the school district.
2. It is the responsibility of the individual staff member to familiarize him/herself with and abide by the rules of this Acceptable Use Policy, any applicable Staff Handbook, and all other relevant school policies.

Introduction

1. Pursuant to New Hampshire Revised Statutes Annotated 194:3-d and the guidelines issued by the New Hampshire Department of Education, this Acceptable Use Policy shall serve as a statement on the appropriate use of the technology resources available to all staff of the school district.
2. These technology resources include, but are not limited to, the District network, including cabling, routers, wireless access points, and switches; the District’s electronic e-mail and voice mail systems; computer hardware in the form of desktops, laptops, and other mobile devices, including District owned cellular phones; digital peripheral devices, such as printers, scanners, digital still and digital video cameras; projection devices, such as interactive whiteboards, projectors, televisions/displays; as well as all software applications and web access tools.
3. The primary purposes of these technology resources are:
 - o to support the educational mission of the Contoocook Valley School District;
 - o to provide improved avenues of communication between staff, parents, guardians, and other stakeholders;
 - o to establish a web presence for the Contoocook Valley School District.

4. As such, the technology resources have a designated educational purpose and are not intended for recreational and entertainment use.

Privileges and Responsibilities

1. The use of the technology resources of the Contoocook Valley School District is a revocable privilege and not a right. All use of technology resources must be consistent with the District's contractual obligations, including limitations defined in software and other licensing agreements, including End User License Agreements (EULAs).

2. Every member of the staff is responsible for appropriate and professional behavior when using technology resources, just as they are in the classroom, in offices, or at any District function.

3. Every member of the staff that will have District-owned equipment loaned to them must sign and date an Agreement for Authorized Use of District-Owned Equipment (GBEF-F).

Expectations of Privacy

1. While the school district recognizes the importance of maintaining confidentiality and privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), staff members do not have any expectation of privacy of any information stored or transmitted through district-owned communication systems or other technology resources. Student identifying information should not be included in electronic communications, except as permitted by FERPA.

2. District technology resources owned by the District are intended to be used for educational purposes and District business only. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store (at any time and with and/or without prior notice) all usage of District technology resources, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information generated through district technology resources shall remain the property of the District.

Use of Technology Resources

The Contoocook Valley School District's technology resources are intended for staff to conduct research, gather information, and communicate with others for educational purposes. The specific uses of these technology resources are broadly categorized as follows:

1. Approved – Approved uses of District technology resources are those uses that are

related to a staff member's employment duties or are expressly approved by the Superintendent or designee.

2. Allowed – Allowed uses of District technology resources are those uses that are infrequent and de minimis and which do not interfere with the staff member's job duties and are not otherwise prohibited by this Policy or applicable law.

3. Prohibited – Prohibited uses of District technology resources are those uses that violate this Policy or applicable law, including but not limited to use in connection with employment outside of the District or other business activity, personal use that would exceed that which is reasonably considered de minimis, any use intended to harass, intimidate, or threaten another person, any use that interferes with another employee's ability to perform his/her job or that creates a hostile work environment for another employee, and any use that involves accessing, downloading, storing or sending sexually explicit material or any material or communication that is derogatory or offensive based on an individual's gender, race, religion, national origin, age, or sexual orientation. Use of District technology resources by staff members to communicate with students for any purpose other than legitimate educational purposes is considered a prohibited use.

Disciplinary Action

1. Engaging in prohibited use shall constitute a violation of this Acceptable Use Policy and result in appropriate disciplinary action, up to and including termination.

2. Such discipline will be administered consistent with Board policies and/or all applicable provisions of the Master Agreement/Collective Bargaining Agreement.

Disclaimer

1. The Contoocook Valley School District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the District will make every effort to preserve data, the responsibility for it lies with the staff, except in those cases where web-based services are employed (e.g. EasyIEP, PowerSchool, etc.) and/or data are stored externally.

2. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.

3. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

Legal References:

RSA 194:3-d, School District Computer Networks

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Category: P

1st Read: September 5, 2017

2nd Read: September 19, 2017

Adopted: September 19, 2017