

## Series 6000 – Instruction

### 1. Elementary and Secondary

#### D. Curriculum

##### (1) Curriculum Design/Development/Revision

##### (c) Computer Literacy

##### (ii) Bring Your Own Technology

#### Policy Statement

It is the policy of the Suffield Board of Education to permit access by students and employees using privately-owned electronic devices to the District's ~~learning management system, email and other instructional technologies computers, District issued devices including personal data devices (including (Smartphones or Blackberries, PDAs, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies~~ and the Internet; and a variety of other technology resources (collectively the "District technology resources") in order to promote educational excellence. While the District intends to permit such broad access, the District's technology resources have not been established as a public access service or as a public forum. Additionally, it is the expectation of the Board of Education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways which are fully in accordance with the District's Responsible Use Policies (6141.321, 4118.5, or 4118.5) and with all local, state, and federal laws.

Through the publication and dissemination of this policy statement, as well as other instructional means, the District educates students and employees about the District's expectations for technology users outlined in its Responsible Use Policies. The District will also provide professional development to employees regarding their responsibilities and duties while using personal electronic devices to access District technology resources. Other members of the school community will be informed as appropriate.

The District will work together with the parents or guardians of Suffield students to educate students about the District's expectation that all students will act responsibly and ethically when accessing and using District technology resources, including times when access is ~~approved achieved~~ through the use of personal technology. With students able to access the District's technology resources not only from District computers, but also from privately-owned electronic devices, it is important for each student to have the opportunity to learn about his/her rights, responsibilities, and duties when using personal electronic devices to access District technology resources. Through the dissemination of the District website and student handbooks, the explanation and signing of the Responsible Use Policy (6141.321) and its regulations and protocols, and through presentations by teachers and/or administrators at the beginning of each school year, the District will inform students of the applicable expectations regarding access to the District's technology resources when using personal electronic devices on or near school

property, at home, in school vehicles and busses, or at school-sponsored activities.

The District's technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The District considers access to its technology resources to be a privilege and not a right. Employees and students are expected to make responsible and ethical decisions at all times when using the District's technology resources. Failure to do so will result in the consequences fully outlined in the Responsible Use Policy for Students (6141.321), in the Responsible Use Policy for Employees (4118.5 and 4218.5), and in other related technology policies and regulations.

## **Definitions**

### **District Technology Resources:**

For the purposes of the District's BYOT policy, "District Technology Resources" refers to District's computers, issued devices ~~District-issued personal data devices (including Smartphones, Blackberries, PDAs, other mobile or handheld devices)~~ and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources in order to promote educational excellence.

**Students:** For the purposes the District's BYOT policy, the term "students" shall be deemed to include all students actively registered in the Suffield Public Schools.

### **Employee:**

For the purposes the District's BYOT policy, the term "employee" shall be deemed to include contractors, volunteers, Board of Education members, third parties and other non-student members of the school community.

### **Personal Technology:**

For the purposes of the District's BYOT policy, "personal technology" refers to privately owned devices. The following are a list of approved BYOT devices: Google tablet, Windows based laptop, Chromebook or a Macbook. These devices support the district's instructional resources. ~~wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, and other electronic signaling devices.~~

### **Personal Technology Security**

Responsibility for keeping personal technology secure rests with the individual owner. If personal technology is stolen, lost, or damaged, it will be handled through the administrative office similar to how other stolen, lost, or damaged personal artifacts are handled. Employees, students, and parents should be aware that the District is not liable for any personal technology that is stolen, lost, or damaged. Students should not share their personal technology with other students at any time.

### **District Technology Resources/Damages**

Virtual or physical vandalism shall not be tolerated. Any intentional act by a user of the District's technology resources that damages, or interferes with the performance of District hardware, software, operating systems, or communication and data management systems will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

### **Protocols for Using Personal Technology**

Students and employees must abide by all specific protocols outlined in this BYOT policy and all policy and applicable regulations outlined in the Responsible Use Policy for Student Use of Technology Resources (6141.321) and in the Responsible Use Policy for Employee Use of Technology Resources (4118.5 and 4218.5). Students and employees will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students and employees are advised that the District's network administrators have the capability to identify users and to monitor all BYOT devices while they are logged on to the network.

Students, with permission of their parent(s)/guardian(s), or the student him/herself if over eighteen years of age, may be in possession of personal electronic devices such as smart phones or cellular telephones. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified District employee authorizes the student to do otherwise (such as use in class), use of devices shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Cellular devices shall be off or silenced outside of these designated times

Users must understand that the District has reserved the right to conduct monitoring of District technology resources and can do so despite the assignment to individual users of passwords for system security. -Any 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. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. -Therefore, users must be aware that they should not have any expectation of personal privacy in the use of personal technology to access District technology resources. -This provision applies to any and all uses of the District's technology resources and District or personal electronic devices that access same.

### **Disciplinary Action**

Misuse of the District's technology resources and/or the use of personal technology to access or utilize the District's technology resources in an inappropriate manner will not be tolerated and will result in disciplinary action.

For employees, such misuse may result in disciplinary action up to and including termination of employment. As no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

For students, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

For other members of the school community, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, referral to the local police, or other appropriate consequences as befit the specific situation.

(cf. 4118.5/4218.5 Employees Responsible Use Policy for Use of District Technology Resources)

(cf. 6141.321 Student Responsible Use Policy for Use of District Technology Resources)

(cf. 4118.51 Staff Use of Social Networking)

(cf. 5131.911 Bullying Behavior in Schools)  
(cf. 5145.5 Sexual and Other Unlawful Harassment) (Students)  
(cf. 4118.112 Sexual and Other Unlawful Harassment) (Staff)

Legal References: Conn. Gen. Stat. § 31-48d  
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250  
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy adopted: August 21, 2012  
Policy revised: June 3, 2014  
April 21, 2022

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut \

## Series 6000 - Instruction

### I. Elementary and Secondary

#### D. Curriculum

##### (1) Curriculum Design/Development/Revision

##### (c) Computer Literacy

##### (i) Computers: Responsible Use of the Internet, Other Computer Networks and Internet Safety

The Suffield Public Schools provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees and students should be aware that the Suffield Public Schools may monitor usage of electronic resources by individuals and that all electronic resources have been provided to employees of Suffield Public Schools to support the business and educational purposes. Employees and staff of the Suffield Public Schools are responsible for ensuring that they understand and follow this policy. Students promise to only use technology and digital resources in support of learning activities. Students must ensure that they legally:

- Use real-world digital and other research tools to access, evaluate and effectively apply information appropriate for authentic tasks;
- Work independently and collaboratively to solve problems and accomplish goals;
- Communicate information clearly and effectively using a variety of tools/media in varied contexts for a variety of purposes;
- Demonstrate innovation, flexibility, and adaptability in thinking patterns, work habits, and working/learning conditions;
- Effectively apply the analysis, synthesis, and evaluative processes that enable productive problem solving; and
- Value and demonstrate personal responsibility, character, cultural understanding, and ethical behavior.

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Policy adopted: August 20, 2002

SUFFIELD PUBLIC SCHOOLS

Policy revised: July 8, 2008,

Suffield, Connecticut

August 21, 2012

[April 21, 2022](#)

## Series 4000 – Personnel – Certified & Non-Certified

### 1. Certified Personnel

#### A. Permanent Personnel

#### (8) Rights, Responsibilities and Duties

##### (f) Social Networking Use of Social Media

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Superintendent/or his/her designee will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- interferes with or disturbs the work of the school district,
- is used to harass coworkers or other members of the school community,
- creates a hostile work environment,
- breaches confidentiality obligations of school district employees,
- harms the goodwill and reputation of the school district in the community,
- or violates the law, board policies and/or other school rules and regulations.

The Superintendent with the administration will create and maintain administrative regulations to implement this policy.

#### Disciplinary Consequences

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

Legal References:     U.S. Constitution, Amend. 1  
                              Conn. Constitution, Article I, sections 3, 4, 14  
                              Conn. Gen. Stat. § 31-48d  
                              Conn. Gen. Stat § 31-51q  
                              Conn. Gen. Stat § 53a-182; 53a-183; 53a-250  
                              Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy Adopted:     May 17, 2011

Revised: April 21, 2022

SUFFIELD PUBLIC SCHOOLS  
 Suffield, Connecticut

**SERIES 5000 - STUDENTS****1. Elementary and Secondary Students****A. Conduct****(1) Video Surveillance**

The Board of Education recognizes the District's responsibility to maintain order and discipline on school property. The Board also desires to afford students and staff privacy in respect to the records maintained by the District. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property in protecting the health, welfare and safety of its students and staff. The students and staff of the District recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance on school grounds as follows:

1. The District shall notify its students, staff and the public that video surveillance may occur on any school property or on any transportation vehicle. The District shall incorporate said notice, in such places as, but not limited to, in the student handbook, District calendar, staff handbook and District website;
2. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the District including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

Legal Reference: Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

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Administrative Regulations

SERIES 5000 - STUDENTS

2. Elementary and Secondary

B. Conduct

(1) Video Surveillance Operation

- Students
- Conduct
- Video Surveillance
- Video Surveillance System Operation

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1. The Board or its administrators may use video surveillance: 1) to monitor and protect District property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline. Videotapes may not be used for any other purposes.
2. Video cameras will be utilized on school grounds as recommended by building administration and approved by the Superintendent. The District shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks and through clearly written signs displayed near the main entrance of each school.
3. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day.
4. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal and Superintendent of Schools. The building Principal operates the system and maintains the recordings. Any further delegation should be limited and should include only administrative staff.
5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or

student, staff or visitor altercations, etc.

6. Administrative staff assigned to the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system. All staff and students shall be made aware of the Board's video surveillance policy. The regulations shall be incorporated into training and orientation programs. It shall be the responsibility of the Superintendent and school administration to review and update the regulations periodically.
7. Audio shall not be a part of the video recordings made, reviewed, or stored by District staff.
8. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with District policies.
9. The District shall provide reasonable safeguards including, but not limited to, password protection, well managed firewalls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.
10. Video monitors shall be located in the principal's office. Video monitors shall not be located in an area that enables public viewing. Parental requests to inspect video surveillance must be made in writing.
11. Video surveillance equipment will be used in accordance with all Board of Education policies including the District's nondiscrimination policy.

#### **Storage/Security**

1. Video recordings will be stored for a minimum of five school days after initial recording, where upon if the Principal and/or designee know no reason for continued storage, such recordings will be released for erasure. The vehicle for storage will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.
2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

#### **Requests to View Video Surveillance**

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or District officials with a direct interest in the proceedings as authorized by the Principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the Principal within five school days of the date of recording. (note: The number of days may need to be altered based upon the system used by the district.)
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual
4. Video recordings will be made available for viewing within three school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school

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buildings, or District office.

- 6. All viewing will include the building Principal or his/her designee.
- 7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
- 8. Video recordings will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
- 9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

**Student Records**

- 1. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws and District Board policies related to record maintenance and retention.
- 2. Parents/students and the public will not be specifically notified when a video camera is in use.

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Policy Adopted: \_\_\_\_\_ May 17, 2011 \_\_\_\_\_  
SUFFIELD PUBLIC SCHOOLS  
Revised: April 21, 2022 Suffield, Connecticut

**Series 9000 - Bylaws of the Board**

**3. Methods of Operation**

**B. Meetings**

**(5) Meeting Conduct**

**(a) Quorum**

A majority of the entire Board membership shall constitute a quorum at any regular or special meeting.

The Board may take no action in the absence of a quorum except to adjourn to another date.,  
~~unless this Bylaw is waived in accordance with Bylaw #9314.~~

(cf. 9314 - Suspension of Policies, Bylaws, Regulations)

Legal Reference: Connecticut General Statutes

1-200 Definitions.

Revised: April 21, 2022

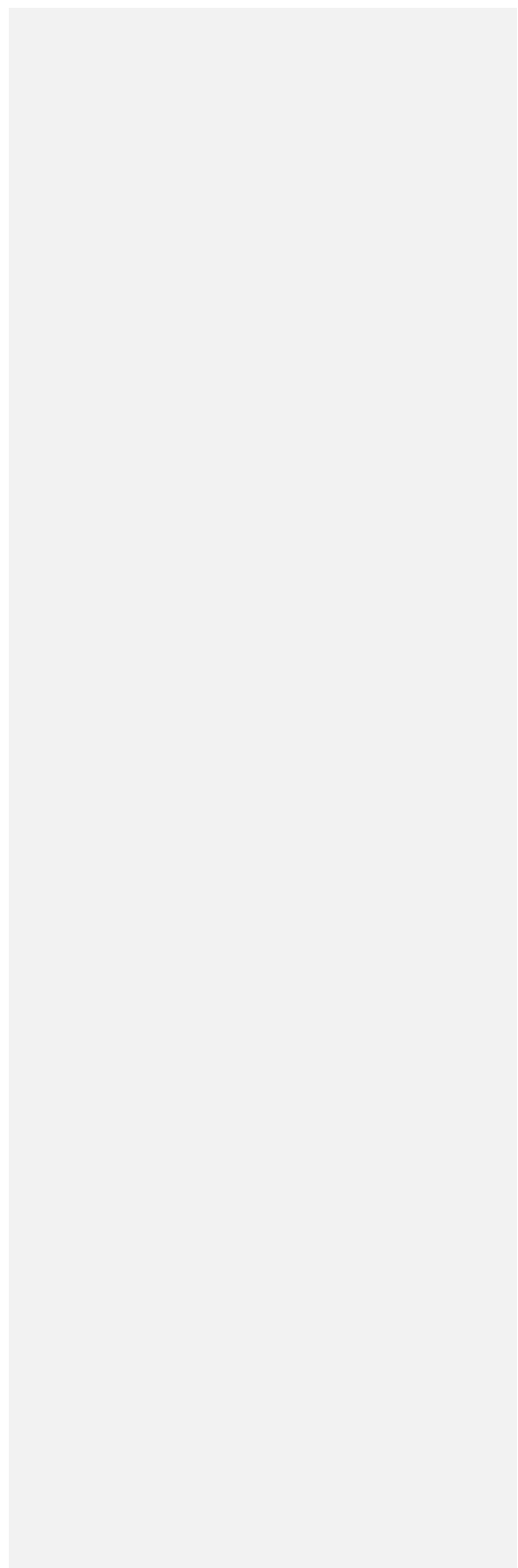
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Bylaw adopted by the Board: October 15, 2018

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut



## Series 9000 - Bylaws of the Board

### 3. Methods of Operation

#### B. Meetings

##### (5) Meeting Conduct

##### (b) Order of Business

- I. Call to Order
- II. Pledge of Allegiance
- III. Recognition
- IV. Suffield High School Student Representatives
- V. Public Comment
- VI. Board Member Comment
- VII. Reports to the Board
  - A. Superintendent's Report
  - B. Board Chair Report
  - C. Business Manager's Report
  - D. Board of Selectmen Liaison Report
  - E. Board of Finance Liaison Report
- VIII. Approval of Minutes
- IX. Consent Agenda
- X. Discussion/Action Items
- XI. Subcommittee Reports
  - A. Policy
  - B. Finance, Facilities and Negotiations
  - C. Community Engagement and Public Relations
  - D. Curriculum and Instruction
- XII. Board Liaison Reports
  - A. CREC
  - B. Agri-Science
  - C. CABE
- XIII. Future Business
- XIV. Public Comment
- XV. Board Member Comment
- XVI. Adjournment

The Board Chair, in consultation with the Superintendent, may modify/remove the content and/or order of business at select meetings. All meeting agendas are posted as required by the Connecticut Freedom of Information Act. ~~as long as it posted within the agenda. On occasion, it may be necessary for the Board to consider business in an order that differs from the above order. Changing the order of the meeting shall be at the discretion of the Board Chair.~~

Bylaw Revised:

October 16, 2012, October 20, 2015  
May 16, 2016, October 15, 2018  
October 7, 2019  
April 21, 2022

Suffield, Connecticut