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CC: Bonnie Violette, Jim Grant, Brook Rich, Shannon Sampson, Kim Gormely,
Emily Guyer, Lynett Larkin-Silva, Angela Sclar
FROM: Cynthia Alexander
DATE: October 3, 2018
RE: Policy Review – October 12, 2018 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, October 12, 2018 from 8:30 – 10:00 a.m. at the RSU5 Central Office.

Agenda

1. ILD-Educational Research: Student Submission to Surveys, analyses, or Evaluations
2. IJNDB-Student Computer and Internet Use and Internet Safety
3. IJNDB-R Student Computer and Internet Use and Internet Safety Rules
4. IJNDB-E Student Computer and Internet Use and Internet Safety Acknowledgment Form
5. IJNDC-School System Website/Web Pages
6. GBGAA-Bloodborne Pathogens
7. GBGAA-E1- Hepatitis B Vaccine Declination Form
8. GBGAA-E2-Consent to be Tested for Human Immunodeficiency Virus (HIV) Antibodies
9. BEDH-Public Participation at Board of Directors Meetings

EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS

In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student’s parent;
- B. Mental or psychological problems of the student or the student’s family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student’s parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student’s parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student’s parent/guardian. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school unit will notify parents and teachers of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

* “Insofar as practicable” acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.

Legal reference: 10 U.S.C. § 1232(h)

Cross reference: JRA—Student Educational Records

Adopted: July 8, 2009
Revised: October 28, 2009
Reviewed: December 12, 2012

STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY

RSU5's computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops and tablets issued directly to students, whether they are used at school or off school premises.

Compliance with RSU5's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final.

Violations of this policy and RSU5's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU5 computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

INTERNET SAFETY

RSU5 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although RSU5 takes precautions to supervise student use of the Internet, parents should be aware that RSU5 cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, RSU5 also educates students about online behavior, including interacting on social networking sites and chat rooms, the dangers of hacking, and issues surrounding "sexting" and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating Internet safety training and "digital citizenship" into the curriculum and for documenting Internet safety training.

The Superintendent shall be responsible for implementation of this policy and the accompanying "acceptable use" rules. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit's computer system.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Legal Reference: 20 USC § 677 (Enhancing Education through Technology Act)
47 USC § 254(h)(5) (Children's Internet Protection Act)
47 CFR § 54.52
Federal Communications Commission Order and Report 11-125

Cross Reference: EGAD - Copyright Compliance
GCSA - Employee Computer and Internet Use
IJNDB-R - Student Computer and Internet Use Rules
IJND – Distance Learning Program

Adopted: February 24, 2010

Revised: June 13, 2012

Revised: November 20, 2013

STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY RULES

These rules accompany Board policy IJNDB (Student Computer and Internet Use and Internet Safety). Each student is responsible for his/her actions and activities involving school unit computers (including laptops or tablets issued to students), networks, and Internet services, and for his/her computer files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Director.

A. Acceptable Use

The school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals. Incidental personal use is acceptable given that it does not interfere with educational activities.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers.

B. Consequences for Violation of Computer Use Policy and Rules

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

C. Prohibited Uses

Examples of unacceptable use of school unit computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Posting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually

suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying;”

2. **Illegal Activities** – Using the school unit’s computers, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
7. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
8. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

D. No Expectation of Privacy

RSU5 computers remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit computers,

including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

F. Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

G. System Security

The security of the school unit's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

H. Additional Rules for Laptops and Tablets Issued to Students

1. Laptops and tablets are loaned to students as an educational tool and are only authorized for use in completing school assignments unless permission is given to a student by a teacher or parent to use the device for personal reasons.
2. Before a laptop or tablet is issued to a student, the student must sign the school's "acceptable use" agreement and parents must attend an informational meeting. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the laptop program, expectations for care of school-issued laptops, Internet safety, and the school unit's rules in regard to use of this technology.
3. Students and their parents are responsible for the proper care of laptops and tablets at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU5 offers a protection program for parents to cover replacement costs and/or repair costs for damages not covered by the warranty. Parents who choose not to participate in the protection program should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop or tablet issued to their child.
4. Loss or theft of a laptop or tablet must be reported immediately to the Principal, and, if stolen, to the local law enforcement authority as well.

5. The Board's policy and rules concerning computer and Internet use apply to use of laptops and tablets at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops and tablets issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop or tablet may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents are responsible for supervising their child's use of the laptop or tablet and Internet access when in use at home.
8. The laptop or tablet may only be used by the student to whom it is assigned and by family members.
9. Laptops and tablets must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference: EGAD – Copyright Compliance
IJNDB – Student Computer and Internet Use and Internet Safety

Adopted: February 24, 2010
Revised: June 13, 2012
Revised: November 20, 2013

**STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY
ACKNOWLEDGMENT FORM**

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

Student:

I have read policy IJNDB – Student Computer and Internet Use and Internet Safety and IJNDB-R – Student Computer and Internet Use and Internet Safety Rules and agree to comply with them.

Signature of Student

Date

Student's Name – Please Print

Parent/Guardian:

I have read policy IJNDB – Student Computer and Internet Use and Internet Safety and IJNDB-R – Student Computer and Internet Use and Internet Safety Rules and understand that my son/daughter's use of school computers is subject to compliance with these rules.

Signature of Parent/Guardian

Date

Parent/Guardian's Name – Please Print

Adopted: February 24, 2010
Revised: June 13, 2012
Revised: November 20, 2013

SCHOOL SYSTEM WEBSITE/WEB PAGES

The RSU No. 5 School Department maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, volunteer opportunities, and student and staff achievements. This web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The web site does not create, nor is it intended to create, a public or limited public forum.

The RSU No. 5 Board of Directors recognizes that the schools must establish reasonable controls to protect the privacy of students and staff to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards. The Superintendent, with input from the Communications Subcommittee, shall be responsible for overseeing the implementation of this policy and the accompanying guidelines, and for advising the Board of the need for any future amendments or revisions to the policy or guidelines. The Superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the School Department's web site, consistent with the Board's policy and guidelines. The Superintendent may delegate specific responsibilities to school department employee(s), as he/she deems appropriate.

Legal References: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20-A M.R.S.A. § 6001
17 U.S.C. § 101 et seq.
P.L. 106-554

Cross Reference: IJNDC-R - Website Guidelines
IJNDB - Student Computer and Internet Use and Internet Safety
GCSA - Employee Computer and Internet Use
EGAD - Copyright Compliance
JRA - Student Education Records

Adopted: February 24, 2010
Reviewed: November 28, 2012

BLOODBORNE PATHOGENS

The Board acknowledges the risk of infection from bloodborne pathogens that employees may incur when they handle or participate in procedures that involve blood, other body fluids or other potentially infectious materials.

The Board directs the Superintendent to implement the mandated Occupational Safety and Health Administration (OSHA) standard to eliminate or minimize occupational exposure to potentially infectious material for employees who have a reasonable anticipation of exposure to blood and other body fluids.

The Board authorizes the Superintendent to prepare an initial Occupational Exposure Control Plan as Administrative Rule. The adopted plan shall be distributed to all employees. The following issues shall be addressed in the plan:

- A. Exposure determination;
- B. Preventive measures including training, universal precautions, Hepatitis B vaccination, engineering controls, work practice controls, and personal protective equipment;
- C. Post-exposure evaluation and follow-up; and
- D. Record-keeping.

Adopted: June 9, 2010

Reviewed: February 29, 2012

HEPATITIS B VACCINE DECLINATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Declining Employee's Signature _____

Witness: _____ Date: _____

Date to review decision again: _____

Adopted: June 9, 2010
Reviewed: February 29, 2012

**CONSENT TO BE TESTED FOR HUMAN IMMUNODEFICIENCY
VIRUS (HIV) ANTIBODIES**

It has been recommended to me by my physician that I have blood drawn for the purpose of having the blood tested for the presence of antibodies to the HIV virus.

HIV virus means the human immune deficiency virus, identified as the causative agent of Acquired Immune Deficiency Syndrome or AIDS. Persons with this virus can get AIDS and may transmit the virus to others. Evidence to date suggests that transmission of the virus takes place only through sexual contact, exposure to blood and other body fluids, and during pregnancy. However, there is much that is not known about this virus and its potential for transmission of and for causing AIDS.

A. Risk. I understand that if I sign this form the test for HIV antibodies will be performed and that it involves needle pricks, the drawing of blood, and possible bruising.

B. Purpose. I understand that the purpose of the test is to inform myself and those treating me of the possible presence of the virus, and to inform those persons exposed to my blood products or bodily fluids whether they have been exposed to the HIV antigen.

C. Consequences. My physician has explained to me the consequences of a positive test result. I understand the significance of the test results and that post-test counseling will be made available to me in the event of a positive test result.

D. Disclosure: I understand that the test result will become part of my medical record and will be available only to persons having access to such records and to members of the healthcare team involved in my care.

E. Consent: The doctor/designee has explained to my satisfaction the risks, benefits, significance, and implication of the test and the test results and answered my questions.

I hereby voluntarily consent to having the blood sample drawn and for the blood to be tested for the presence of antibodies to HIV.

Patient Signature: _____ Date: _____

Witness: _____

Guardian or other person authorized to give consent: _____

Physician Signature: _____ Date: _____

Adopted: June 9, 2010
Reviewed: February 29, 2012

PUBLIC PARTICIPATION AT BOARD OF DIRECTORS MEETINGS

Board of Director meetings are conducted for the purpose of carrying on the official business of the school system. All regular, special and emergency meetings of the Board are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy.

Although Board of Director meetings are not public forums, the Board will provide appropriate opportunities for citizens to express opinions and concerns related to the matters under consideration by the Board. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the Board to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

Members of the public may address the Board within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at Board meetings.

- A. Citizens and employees of the school unit are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
- B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- C. In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- D. During the time set aside for public participation, the Chair will be responsible for the recognizing all speakers, who must identify themselves as they begin talking. Speakers will be encouraged to disclose whether or not they will personally have a financial impact as a result of the budget item they address.
- E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.
- F. All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.

- G. Members of the Board of Directors and the Superintendent may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- H. No complaints or allegations will be allowed at Board meetings concerning any person employed by the school system or against particular students.

Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.
- I. In order to make efficient use of meeting time, the Board discourages duplication or repetition of comments to the Board. The Board requests that groups or organizations be represented by designated spokespersons.
- J. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.
- K. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

An agenda shall be published in advance of each meeting in accordance with Board policy. Copies will be posted and/or available prior to regular meetings, at the Superintendent's Office, in each school, town hall, and is sent to the Times Record and the Sun Journal for publication. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Legal Reference: 1 MRSA § 401 et seq.

Cross Reference: BEC – Executive Session
BEDA – Notification of Board of Directors Meetings
BEDB – Agenda
BEDD – Rules of Order
KE – Public Concerns and Complaints

Adopted: November 18, 2009
Revised: March 23, 2011
Reviewed: February 26, 2014