

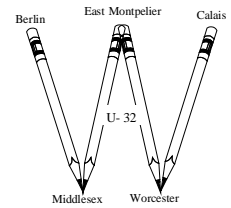
# Washington Central Unified Union School District

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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761



## WCUUSD Policy Committee

### Meeting Agenda

10.12.21 4:30-6:30 p.m.

Central Office, 1130 Gallison Hill Rd., Montpelier

<https://tinyurl.com/24pmhmxu>

Meeting ID: 821 3936 2538

Passcode: 127637

Dial by your location: 1-929-205-6099

**Via Video Conference\***

1. Call to Order
2. Approve Minutes of 9.14.21-pg. 2
3. Review Policies (Discussion/Action)
  - 3.1. B8 Electronic Communication Between Employees and Students – pg. 7
  - 3.2. D3 District Take Home Device – pg. 10
  - 3.3. F49 Acceptable Use – pg. 14
  - 3.4. School Choice Policy – pg.18
  - 3.5. E46 Memorials Policy – pg. 19
  - 3.6. Conflict of Interest – pg. 20
4. Future Agenda Items
  - 4.1. Anti-Racism
  - 4.2. Commitment to Humanity and Justice Statement
5. Adjourn

# Washington Central Unified Union School District

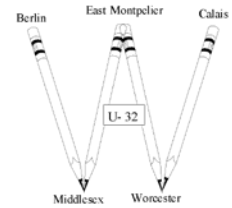
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Jennifer Miller-Arsenault  
Interim Superintendent



## **WCUUSD Policy Committee Meeting Minutes Unapproved 9.14.21 4:30-6:30 p.m.**

**Present:** Chris McVeigh, Lindy Johnson, Amy Molina, Michelle Ksepka, Ellen Knoedler, Scott Thompson, Jen Miller-Arsenault, Mark Kline, Amy Young, Tyler Smith, Aaron Boynton

- 1. Call to Order: Chris McVeigh called the meeting to order at 4:31 p.m.**  
He welcomed guests and asked if any amendments to the agenda were needed. None were suggested.
- 2. Approve Minutes of 6.21.21: Scott Thompson moved to approve the minutes of June 21, 2021. Seconded by Lindy Johnson.** Discussion: Scott Thompson was not listed as present. This motion carried, with noted correction.
- 3. Technology Policies:** Chris McVeigh stated that some of the technology policies are back on the agenda tonight as some staff members have expressed concerns with them as written based on the most recent work. He invited feedback from those present.
  - 3.1. B8 Electronic Communication Between Employees & Students:** Mark Kline referred to "statement of policy" in the orientation of new employees, some people had brought up the question of "how much is expected of me after hours?" There had been discussion about an expectation of being "on call" 24/7. He asked if the statement of policy implies such an expectation. Jen Miller-Arsenault indicated that she is new to this discussion but that she is aware of some concerns with some of the policies. She expressed that she has some broad questions and concerns with many of the tech policies as recently proposed. She shared that, regarding the statement Mark Kline had made, she has been hearing similar concerns in discussions with superintendents - finding the balance between expectations of teachers being available after hours versus responding to family attempts to communicate. Chris McVeigh shared that his understanding of the nature of the policy was to try to be clear about appropriate means of communication at certain hours. He noted that Jim Garrity, Interim Tech Director, had presented a series of policies put together from other work he had done with businesses and districts. Michelle Ksepka shared that the version of B8 is the model policy from VSBA in June of 2020. She shared that the other policies were smaller portions of a larger, very lengthy policy that Jim Garrity had provided for the committee's consideration.

Chris McVeigh asked for Mark Kline to speak to the concerns that Jim Garrity had expressed around security issues related to technology.

Mark Kline stated that network, computer, device, account security are real concerns today - even much different from four or five years ago (e.g. due to ransomware). He noted that these policies help to address these concerns when the goal is to secure our network. Chris McVeigh asked whether Mark Kline feels that any of the policies create an unnecessary burden to users. Mark Kline replied that while these documents will need to remain dynamic as technology changes, he believes they are important in terms of security; however he believes some of the terms in the policies might be reconsidered. Lindy Johnson stated that the model policies from VSBA have been carefully crafted and vetted and she has a great deal of faith in those as resources. She feels that it is important, as we consider these drafts, to keep in mind whether or not they are VSBA model policies.

Jen Miller-Arsenault shared her concern that some of the language in the policies are so specific that they might be problematic as technology changes.

Amy Molina expressed concern that policies inherently are not and cannot be changed rapidly and easily. She asked whether we should consider which should be policy and which should be procedure.

Tyler Smith shared that he believes these policies are very different from any others that he has seen in his experience working on a school board and as a teacher. He suggested that they may be too geared toward business and not geared enough toward education. He asked whether the VSBA model policies had been considered before moving to such a broad departure. Chris McVeigh stated that he is not sure whether Jim Garrity had considered VSBA model policies when drafting the proposed policies. Michelle Ksepka explained that during the process she had shared with Jim Garrity when VSBA had provided model policies that were similar to those that were under consideration. Regarding B8, Amy Molina noted that when the Prevention of Harassment, Hazing and Bullying of Students is noted in the policy, then the policy that refers to Prevention of Sexual Harassment (related to Title 9) should be included. Some discussion followed around cross checking VSBA model policies with the policies as they are written. Michelle Ksepka will share with committee members which VSBA model policies correspond. Scott Thompson asked whether any of the language in the policy conflicts with the staff bargaining agreements.

- 3.2. D3 District Take Home Device & Personal Device Policy:** Mark Kline suggested some edits to the policy for clarity. He suggested adding “or tech department” to “administrators” under the Daily Care and Maintenance section. Scott Thompson stated that he believes this part of the policy is actually procedure and should be separated from policy. Mark Kline noted that much of the policies as proposed contain procedural information. He suggested that the committee decide, overall, how to address this. Chris McVeigh asked for input from those present around this issue. Mark Kline suggested that the policy should be more general and that the procedures can be spelled out separately.

Lindy Johnson agreed that the policy should be shorter and more general and the procedures, more specific and detailed (and may be changed, ongoing, as needed.) Michelle Ksepka agreed and suggested that the Daily Care and Use information could be included in the computer use agreement that students and parents access each year. Aaron Boynton reminded the committee that procedures are not the purview of the board, so each school could in effect change procedure.

Chris McVeigh stated that he feels that separating procedure from policy with adherence. He stated that while there is “policy about policy” that administrators are supposed to alert the board when they change procedure, he does have concerns with consistency and adherence.

He asked Mark Kline if he would be willing to go through and highlight what is more “procedural” in each policy draft, for the committee’s consideration. Mark Kline agreed to do that, and he noted that there are some technology department staff that might be interested in participating in some of this technology policy work. Jen Miller-Arsenault suggested that the committee can also have an annual review of policy/ procedure, to help allay the concerns around adherence/ consistency. Chris McVeigh suggested that it is important to keep the technology experts involved in the creation and review of policies and procedures that are related to technology. In regards to D3, Mark Kline noted that we are working toward having students involved in competitions around, e.g., detecting malware. He also stated that in some instances students do in fact install programs onto devices. The policy as presented does not appear to allow for this practice. He also noted that, regarding the language where replacement costs are the responsibility of staff or students, he is not clear how it is decided, and/ or how the costs are assessed. Chris McVeigh suggested language around “intentional or reckless” regarding damage. Aaron Boynton expressed concerns around the technology director being the one to determine some of these details, especially in elementary schools. Chris McVeigh suggested “tech director in conjunction with the building principal...”

Scott Thompson suggested the language: “Student or employee will normally be expected to pay for physical damage or lost equipment.” Chris McVeigh indicated that this language is too broad. Lindy Johnson suggested that having “intentional or reckless” in the language of the policy will be helpful to board members if an issue eventually comes to the board for consideration. Michelle Ksepka asked, what about *lost* equipment? Principal Boynton suggested that it might be a case by case basis when it comes to “lost” equipment. Tyler Smith asked for clarification around the last paragraph of under “Use of Personal Electronic Devices,” regarding confiscating devices. He asked why personal devices are included in this policy. He noted that the VSBA model policy does not refer to personal devices. He asked how policing personal devices helps to keep the network safe at our schools? Mark Kline explained that personal devices have vulnerabilities but are not as big a concern. He suggested that it might be more of an issue of helping people understand that using personal devices to conduct school business could be a security or privacy concern, e.g., if someone were to leave their device unattended or unsecured. Chris McVeigh suggested adding “using their personal device” to the paragraph after “has violated school district policies or procedures.” He suggested putting a time limit on the amount of time that the district can hold onto a confiscated device. Some discussion followed about whether or not law enforcement or other outside agencies would be involved if confiscating a staff member’s device were in question. Jen Miller-Arsenault suggested that the committee may be spending a great deal of time imagining scenarios that might happen very few, if ever, times. Michelle Ksepka asked about the language that refers to a “guest” and she wondered whether this should be under the purview of an administrator versus law enforcement. Amy Molina stated that she believes this type of policy is appropriate for students but for a guest she would involve the police.

Discussion followed around how much of this policy overlaps with, or falls under, the Search and Seizure policy. The committee agreed to remove “staff” and “guests” from the paragraph in question.

- 3.3. F49 Acceptable Use:** Mark Kline suggested, on second paragraph, removing the reference to “four prong...” next paragraph: when referring to “Human Resources policies,” should we be more specific? Jen Miller-Arsenault suggested cross checking with the VSBA policies as a starting point. She would like to go back to the VSBA policies and see if they are working for us. Aaron Boynton agreed with Jen Miller-Arsenault. Mark Kline agreed with the plan to back up and start with VSBA model policies, and to consider the issue that had been discussed re: policy versus procedure. He indicated that he is not sure a “Change Management” policy is necessary in the public education realm, although it may be appropriate for the business realm. He noted that the technology department has practices in place related to the change management document.

**3.4. F44 Password Management**

**3.5. F40 Change Management**

**3.6. F43 Backups**

**3.7. F47 Electronic Mail**

**4. Review Policies:**

- 4.1. School Choice Policy:** Chris McVeigh reminded the committee that they had earlier discussed setting up community forums for discussion around this policy. Jen Miller-Arsenault shared that the Finance Committee earlier today had discussed the possibility of creating forums. She suggested that before using the public forum for this topic, we consider the information from the survey and plan further into the future when we are very clear about the rationale - what feedback/ input are we asking for, and why are we asking it? Scott Thompson agreed with her suggestion. Chris McVeigh suggested adding this policy to the next committee agenda, in light of the late hour, so that the committee can address the Face Mask Policy tonight.

**4.2. E46 Memorials Policy**

**4.3. Family Request to Remain in School at End of Year**

**4.4. Conflict of Interest**

- 5. Face Mask Policy:** Chris McVeigh asked whether the committee feels that we need to suggest a policy to the board? Jen Miller-Arsenault referred to guidance from VSBA, VPA and VSA; she asked that the board, rather than going the policy route, to give the authority to her as superintendent, to establish protocol around masking. She noted that the reality is that we are not getting a lot of resistance around mask wearing. She suggested that expressing board support at a board meeting is the path that provides the ability to move forward with flexibility to change as needed, to provide layers of safety, based on evidence and science. She does not feel that policy is needed as much as is the ability to be responsive. Michelle Ksepka noted that by the time a policy is adopted and formal (e.g., December?) the state of COVID-19 could change greatly. Chris McVeigh expressed his concern with the divergence between following the science on a national level versus following science on a local level. Scott Thompson suggested that Chris McVeigh, as chair of the Policy Committee, make a statement of confidence regarding Jen Miller-Arsenault at the next board meeting and let the board decide on action. Lindy Johnson stated that it is important to express our confidence in Jen Miller-

Arsenault as superintendent, as well as the entire team (e.g. COVID-19 Coordinator, nursing staff, administration).

**6. Future Agenda Items**

**6.1.** Anti-Racism

**6.2.** Commitment to Humanity and Justice Statement

**6. Adjourn: The meeting adjourned at 6:35 p.m.**

Respectfully submitted,

Lisa Stoudt, Committee Recording Secretary

**Required**

**WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT**

**Board of Directors' Policy**

**ELECTRONIC COMMUNICATION BETWEEN  
EMPLOYEES AND STUDENTS**

**POLICY:** B8

**WARNED:** 5.14.21

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

**EFFECTIVE:** \_\_\_\_\_

**I. Statement of Policy**

The Washington Central Unified Union School District (WCUUSD) recognizes electronic communications, and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and employees communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between employees and students. However, the WCUUSD recognizes employees and students can be vulnerable in electronic communications.

In accordance with Act 5 of 2018 this model policy is adopted to provide guidance and direction to WCUUSD employees to prevent improper electronic communications between employees and students.

**II. Definitions. For purposes of this policy, the following definitions apply:**

- A. **Electronic communication.** Electronic communication is any computer-mediated communication in which individuals exchange messages with others, either individually or in groups. Examples of electronic communication include, but are not limited to, email, text messages, instant messaging, voicemail, and image sharing and communications made by means of an internet site, including social media and social networking websites.
- B. **Social media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites and internet forums. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and Google+.
- C. **Employee.** Employee includes any person employed directly by or retained through a contract of employment the district, an agent of the school, a school board member, and including supervisory union employees.
- D. **Student.** Student means any person who attends school in any of the grades Prekindergarten through 12 operated by the district.

**III. Policy on Electronic Communication Between Students and Employees.**

All communication between employees and students shall be professional and appropriate. The use of electronic communication that is inappropriate in content is prohibited.

**A. Inappropriate content of an electronic communication.** Inappropriate content of an electronic communication between an Employee and a Student includes, but is not limited to:

1. Communications of a sexual nature, sexual oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the employees' or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or demeaning;
6. Communications requesting or trying to establish a personal relationship with a student beyond the employees' professional responsibilities;
7. Communications related to personal or confidential information regarding employee or student that isn't academically focused; and
8. Communications between an employee and a student between the hours of 10 p.m. and 6 a.m. An Employee may, however, make public posts to a social network site, blog or similar application at any time.

**B. Procedures.** The superintendent shall develop procedures for both the receipt and handling of reports filed under this policy (see IV.A. and B. below).

#### **IV. Enforcement Responsibilities**

**A. Student communications violation of this policy.** In the event a student sends an electronic communication, that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to an employee, the employee shall submit a written report of the inappropriate communication ("Report") to the principal or designee by the end of the next school day following actual receipt by the Employee of such communication. The principal or designee will take appropriate action to have the student discontinue such improper electronic communications.

While the school district will seek to use such improper electronic communications by a student as a teaching and learning opportunity, student communications violation of this policy may subject a student to discipline. Any discipline imposed shall take into account the relevant surrounding facts and circumstances.

**B. Employee communications violation of this policy.** In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student shall or the student's parent or guardian may submit a written report of the inappropriate communication ("Report") to the principal and/or the person designated by the principal to receive complaints under this policy promptly. The report shall specify what type



of inappropriate communication was sent by the employee with a copy of the communication, if possible.

Inappropriate electronic communications by an employee may result in appropriate disciplinary action.

- C. **Applicability.** The provisions of this policy shall be applicable at all times while the employee is employed by the district and at all times the student is enrolled in the school district, including holiday and summer breaks. An employee is not subject to these provisions to the extent the employee has a family relationship with a student (i.e. parent/child, nieces, nephews, grandchildren, etc.).
- D. **Other district policies.** Improper electronic communications that may also constitute violations of other policies of the district, i.e. unwelcome sexual conduct may also constitute a violation of the school's separate policies ~~y~~ on the Prevention of Harassment, Hazing and Bullying of Students and Prevention of Sexual Harassment Title XI. Complaints regarding such behavior should be directed as set forth in the school's Procedures on the Prevention of Harassment, Hazing and Bullying of Students.

## V. Reporting to Other Agencies

- A. **Reports to Department of Children and Families [DCF].** When behaviors violative of this policy include allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., must report the allegations to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.
- B. **Reports to Vermont Agency of Education [AOE].** Accordingly, if behaviors violative of this policy in a public school involve conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the AOE.
- C. **Reporting Incidents to the Police.** Nothing in this policy shall preclude persons from reporting to law enforcement any incidents and/or conduct that may be a criminal act.
- D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this or any other policy, such as the ~~Policy-policies~~ on the Prevention of Harassment, Hazing and Bullying, and Prevention of Sexual Harassment Title IX to pursue and complete an investigation upon receipt of notice of conduct which may constitute a policy violation.

Legal Reference(s):	2018 Acts and Resolves No. 5 (located at <a href="https://legislature.vermont.gov/Documents/2018.1/Docs/ACTS/ACT005/ACT005%20As%20Enacted.pdf">https://legislature.vermont.gov/Documents/2018.1/Docs/ACTS/ACT005/ACT005%20As%20Enacted.pdf</a> )
	16 V.S.A. § 1698
	16 V.S.A. § 570

**D3 is actually a required VSBA model policy called “Responsible Computer, Internet & Network Use” that was adopted by the BOE 11/4/2020**

**The policy name given here is not a VSBA model policy.**

### **Required**

**WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT**

**POLICY:**

**D ??**

**WARNED:**

**5.14.21**

### **Board of Directors’ Policy**

**DISTRICT TAKE HOME DEVICE &  
PERSONAL DEVICE POLICY**

**ADOPTED:**

**EFFECTIVE:**

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### **Overview**

The mission of the District Take Home Device & Personal Device Policy in WCUUSD is to create a collaborative learning environment for all learners. This environment will support students and teachers in the use of technology to enhance student learning and engagement in the classroom. It will create equity and level the playing field for all learners by providing every student with a device to use both in school and at home.

In 2019 the District expanded the use of Chromebooks and the ability for students to take home the devices to support their schoolwork. Students at all WCUUSD schools will have the opportunity to check out a district-owned Chromebook (Grades 3-12) or Tablets (Grades PreK-2) for the school year. This device will allow filtered access via the district network to educational resources and materials needed for students to be successful. It will also allow all students access to **Google Workspace** for Education (**GWfE**), online textbooks, educational web-based tools, and many other useful websites.

## Education and Access

~~G Suite for Education~~ GWfE is a closed system whereby access can be limited to only students and staff ~~have access~~. It includes applications that enable students to:

- Create projects
- Collaborate with their classmates
- Send emails to students and teachers
- Submit assignments

As a ~~G Suite for Education~~ GWfE District, we are able to monitor student Chromebook activity through web-based management tools.

Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing at school or home using another WiFi router that is providing the Internet connection. We are currently using ~~Content Keeper~~ GoGuardian for Chromebook and other background tools.

## Daily Care and Maintenance

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to administrators in the schools who will provide it to the IT department. Do not take District owned Chromebooks to an outside computer service for any type of repairs or maintenance. Do not attempt to repair the device yourself. We understand accidents happen. Report them immediately so that the district can fix the device.

- Students are responsible for bringing fully charged Chromebooks for use each school day.
- Chromebooks must have a District asset tag on them at all times and this tag must not be removed or altered in any way. If removed there may be disciplinary action.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Plug-in connectors are **fragile** and must be handled with care.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. No liquids.
- Student should never leave a Chromebook unattended, such as in a vehicle or any unsupervised area.
- Transport Chromebooks with care, Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with the lid closed and open or close it using two hands.

**Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.**

- Do not store the Chromebook with the screen in the open position or tablet mode.

- Do not place anything on the Chromebook that could put pressure on the top or screen.
- Do not poke the screen with anything that may mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens or pencils)
- Do not place the device near magnets or anything with high electric current.
- Do not place anything in the sleeve or backpack that may press against the cover.

## **Digital Citizenship and Internet Safety**

WCCUSD asks that all computing equipment is used for educational purposes or to support those employees who provide educational services. We expect device holders to use electronic resources safely and responsibly. We ask that students engage a trusted adult if you are unsure about something related to the use of your computer or electronic resources. We ask that you do not share your account information or the account information of others. Never post or share pictures of yourself or others unless you have school permission. Please tell a trusted adult if you come across something that is dangerous or disturbing. All school rules for how you behave and how you treat others apply for **both** in person and for electronic communications.

## **Security, Filtering, and Monitoring**

The school district is required by law to provide certain levels of filtering and monitoring of the use of all district owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the district-owned device is not used to access illegal or inappropriate websites or download any material from those sites. Please be aware of these cautions.

- Do not use district equipment or electronic resources for commercial or personal gain.
- Do not use district resources and email addresses for political purposes, like trying to influence elections.
- Do not use district resources for anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- Do not participate in any activity to alter, bypass or attempt to bypass the school district network, security settings, filters, safety settings, or user roles.
- Do not install or download **unauthorized** personal software or applications (apps), games, or operating systems.

## **Lost or Damaged Equipment**

Students and parents are responsible for district-owned technology that is issued to them, just as they are for other district-owned items such as textbooks, athletic equipment, or library books. The district will repair or replace **a non-functioning the device**, but students and parents may be responsible for the cost of those repairs or replaced devices. ~~Please remind your student to report~~ **A missing Chromebook should be reported** to the library staff, ~~or~~ classroom teacher, **or IT** (in-person or via email) as **soon** as it's misplaced. We can help them locate. After 24 hours we will disable the device.

The WCUUSD Transportation Staff have been asked to return any found devices to the U-32 Technology Office.

Submit Chromebooks that need repair, with the sleeve and power cord, to the Building Technology Specialist, teacher-librarian, or classroom teacher depending on your school. If we are able to fix the device, we will do so and return it. If we are unable to fix the problem, we will issue a new device. ~~Physical damage or lost equipment may cost a student or employee a replacement fee.~~ In the case of damage due to intentional or reckless conduct costs to be charged shall be determined by the Director of Technology in conjunction with the building principal or designees.

### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices such as, but not limited to, laptops, mobile devices, cell phones, and e-readers to promote student learning and to further the educational and research mission of the district. The use of personally owned devices at school by staff and students is voluntary and a privilege, and subject to all school district policies and procedures. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during any school-related activity. ~~Personal devices are allowed only on the “open” wifi network unless approval is received from the Director of Technology to add to other SSIDs.~~

The district assumes no liability or responsibility for any act of a staff, student or guest user that is inconsistent with school district policies and procedures. Any individual who brings personally owned devices onto school property is solely responsible for that equipment.

If the District has reasonable cause to believe a ~~staff member or~~ student has violated school district policies or procedures ~~using their personal device~~ authorized personnel may confiscate and hold a ~~staff member,~~ student's ~~or guest user's~~ mobile or personal device in accordance with school district policies and procedures for privacy and security.

### **Law Enforcement Requests Regarding District Devices**

From time to time, the district may receive an equipment access or seizure request from law enforcement. In order to respond to these requests in a structured way, no employee, vendor, or consultant should act independently on these requests. Absolutely no district devices or accounts are to be given to law enforcement without permission of the Superintendent or Superintendent's designee. All requests for equipment, software, or account access, including subpoenas should be directed to the Office of the Superintendent.

## Recommended

WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT

Board of Directors' Policy

ACCEPTABLE USE POLICY

POLICY: **F49**

WARNED:

ADOPTED:

EFFECTIVE:

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## Overview

WCUUSD's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to WCUUSD's established culture of openness, trust and integrity. IT is committed to protecting WCUUSD's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

The question of Internet safety includes issues regarding the use of the Internet, Internet-capable computing devices, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyberbullying, and helps parents shield their children from materials that are inappropriate for minors. To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district ~~does provide content filtering will use the following four-part approach~~. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of WCUUSD. These systems are to be used for ~~educational business~~ purposes in serving the interests of the ~~District company~~, and of our ~~students clients~~ and ~~staff customers~~ in the course of normal operations. ~~Please review Human Resources policies for further details.~~

Effective security is a team effort involving the participation and support of every WCUUSD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

~~*It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.*~~

## Purpose

This policy applies to employees, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties. This policy applies to all equipment that is owned and/or leased by WCUUSD.

## Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct WCUUSD business or interact with internal networks and business systems, whether owned or leased by WCUUSD, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at WCUUSD and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with WCUUSD policies and standards, and local laws and regulation. This policy applies to employees, contractors, consultants, temporaries, and other workers at WCUUSD, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by WCUUSD.

## Right to Search, **Examine**, and Monitor – No Expectation of Privacy

All devices that connect to the WCUUSD network are discoverable. To ensure compliance with WCUUSD internal policies as well as applicable laws and regulations, and to ensure service user safety, WCUUSD administration reserves the right to monitor, inspect, and/or search, at any time, all WCUUSD information systems. This examination may take place with or without the consent, presence, or knowledge of the involved service users. ~~The information systems subject to such examination include, but are not limited to, electronic mail system files, personal computer hard drive files, voicemail files, printer spool files, fax machine output, desk drawers, and storage areas. All searches of this nature will be conducted after the approval of the Legal and Human Resources Departments.~~

All district-owned and personally owned Internet-capable devices in all district facilities accessing the Internet through district network resources will be filtered and monitored (and could be discoverable) to prevent access to obscene, racist, hateful, violent, or other objectionable material as specified in the FCC Children's Internet Protection Act or district policies.

Since WCUUSD's computers and networks are provided for school business and educational purposes only, service users should have no expectation of privacy associated with the information they store in or send through these information systems. WCUUSD administration additionally retains the right to remove from its information systems any material it views as offensive or potentially illegal. WCUUSD reserves the right to turn over potentially illegal material to law enforcement for civil and or criminal prosecution.



## **Internet Access / Acceptable Use for Personal Activity**

~~Service~~ Users are generally provided with Internet access to perform their job duties, but this access may be terminated at any time at the discretion of a service user's supervisor.

Service users must take special care to ensure that they do not represent WCUUSD in an official capacity on Internet discussion groups and in other public forums, unless they have previously received administration authorization to act in this capacity. All information received from the Internet should be considered to be suspect until confirmed by reliable sources; ~~there is a great deal of inaccurate and deliberately misleading information available on the Internet.~~ Separately, service users must not place WCUUSD material (software, internal memos, press releases, databases, etc.) on any publicly accessible computer system such as the Internet, unless both the information Owner and the ~~Information Technology Department~~ administration have first approved the posting. ~~On a related note,~~ Sensitive information must not be sent across the Internet unless it is in encrypted form.

## **Supervision**

When students and staff access the Internet from any district facility, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures and/or the network use agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in district policies, procedures and/or the network use agreement.

## **Unbecoming Conduct**

**Prohibited Activities:** Users must not ~~test or~~ attempt to compromise computer or communication system security measures unless specifically approved in advance and in writing by the WCUUSD IT Team or is specifically a part of their job duties. Incidents involving unapproved system cracking (hacking), password cracking (guessing), file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be unlawful and will be considered serious violations of WCUUSD internal policy. Likewise, short-cuts bypassing systems security measures, as well as pranks and practical jokes involving the compromise of systems security measures, are absolutely prohibited.

**Harassing or Offensive Materials:** WCUUSD computer and communications systems ~~are not intended to be used for~~ and must not be used for the exercise of the service users' right to free speech. Sexual, ethnic, and racial harassment --including unwanted telephone calls, electronic mail, and internal mail -- is strictly prohibited and is cause for disciplinary action up to and including termination of employment. Service users are encouraged to promptly report the communications to



their manager and the Human Resources Department. WCUUSD retains the right to remove from its information systems any material it views as offensive or potentially illegal.

**Appropriate Behavior:** To avoid legal problems, whenever any affiliation with WCUUSD is included with an Internet message or posting, "flaming" or similar written attacks are strictly prohibited. Likewise, service users must not make threats against another user or organization over the Internet. All Internet messages intended to harass, annoy, or alarm another person are similarly prohibited.

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**Business Activities not Related to WCUUSD:** It will be a violation of policy for any user to conduct business other than that of Washington Central Unified Union School District on WCUUSD Information Systems.

**Required**

**WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT**

**Board of Directors' Policy**

**INTRA-DISTRICT ELEMENTARY  
SCHOOL CHOICE POLICY**

**POLICY:** \_\_\_\_\_

**WARNED:** \_\_\_\_\_

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

**EFFECTIVE:** \_\_\_\_\_

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The Washington Central Unified Union School District (WCUUSD) offers parents/guardians school choice within the district. The choice of school will be guided by the needs of students, parents and the district. It is the policy of WCUUSD to offer students the option to enroll in a school of their choice within the District. The District places students in the District's schools based on a student's town of residence. Transportation is available to students who attend their town school.

**Voluntary School Choice:** The Superintendent of Schools will develop procedures consistent with the following guidelines:

- Requests to attend a school in another town within WCUUSD will be granted based on space availability and with the goal of creating balanced class sizes for all schools.
- Regardless of residence, every family will have a choice of enrolling in any elementary school operated by the District (Berlin, Calais, Doty, East Montpelier and Rumney).
- Transportation is the responsibility of the student's family and will not be provided. Parents must maintain transportation and regular attendance in the enrolled school.
- Younger siblings entering school after a child who has exercised school choice may attend the same school as their older sibling.

~~**Involuntary School Choice:** The Superintendent of Schools will develop procedures consistent with the following guidelines:~~

- ~~• After the voluntary school choice has taken place, the Superintendent along with the elementary principals shall look at the class sizes for each grade level. When there are classes sizes less than \_\_\_\_\_~~
- ~~• Transportation will be provided to these students due to involuntary school choice.~~

**WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT**

**Board of Directors' Policy**

**POLICY:** E46

**WARNED:** 7.10.20

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

**EFFECTIVE:** \_\_\_\_\_

**MEMORIALS**

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**Philosophy**

The Washington Central Unified Union School District Board of Directors recognizes that the death of a student or staff member is a traumatic event, and that memorial activities, ceremonies, and monuments serve an important function in the healing process. The Board of Directors also recognizes that there are many variables that can lead to inequities in the type and placement of memorials, including family resources, variations in cultural views and customs, circumstances of death, length of attendance, and the popularity of the deceased.

For these reasons and others, the Board of Directors believes that there should be a common space designated in the school or on the school grounds where students or staff who die while enrolled or working at the school can be honored.

**Policy**

It is the policy of the WCUUSD that deceased students or staff will be remembered within a common memorial location, and that no independent or individual memorials will be erected or placed on the school campus.

Temporary tributes, such as flowers, photographs, and similar memorabilia will be limited to a reasonable period of time as determined by the administration. After this period, all items will be removed.

**Procedure**

The Board of Directors will charge the administration with developing a common memorial, to be approved by the Board at a public meeting. Each deceased person will be allotted the same amount of space within the common memorial. Individual designs and materials may differ, but must be made of durable materials. All content, including graphics and text, are subject to approval by the administration.

The cost of creating and maintaining the common memorial will be borne by the school. Individualized commemorations within the common memorial will be created and paid for by the friends and family of the deceased. If there is no one willing or able to provide an individual commemoration, a standard remembrance will be provided by the school.

Existing memorials will be grandfathered for a period of 12 months from the date of adoption of this policy, or for the period previously agreed to when the memorials were erected, but in no case longer than 24 months. The administration will contact the owners or family members for each memorial on school grounds as of the date of this policy, and inform them of these removal provisions. Memorials not removed by the applicable dates will be placed in storage for a period of six months. Memorials not claimed after six months will be disposed of.

## Policy

### CONFLICT OF INTEREST: STAFF WITH CHILD ENROLLED IN SCHOOL

This policy is designed to address and minimize conflicts of interest (actual and perceived) that may arise when a child of a school staff member is enrolled in the same school. In this policy, “child” includes biological child, stepchild, adopted child, and any student with whom a staff member has legal guardianship or other legal relationship. Parent includes stepparent, adopted parent, significant other, or the staff member holds a position of authority/decision making over their own child. .

Conflicts of Interest will be addressed by the school principal on a case-by-case basis, guided by the following general principles:

- Whenever practical, students will not be placed in a classroom in which their parent is the teacher.
- Administrators, teachers and other staff shall not administer discipline to their own child, or to other students involved in an incident with their child.
- Staff shall avoid situations in which they serve two, possibly conflicting, roles, e.g., a special educator serving on an IEP team involving their own child.
- If the duties of staff member’s position involve participating in a proceeding, such as a disciplinary proceeding or special education evaluation, the staff member shall be excused from participation and the superintendent shall assign another District staff member with a like position to participate instead. If the staff member’s employment status presents a conflict for participating in the proceeding in an official capacity the staff member may still participate as a parent provided that state verbally before the proceeding commences that they are participating as a parent only and not in their official employment capacity.
- A staff member with a child enrolled in the school shall not treat their child with more or less favor than other students.