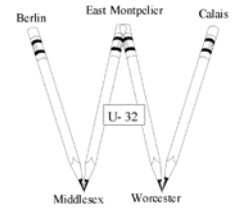


Washington Central Unified Union School District

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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Bryan Olkowski
Superintendent



WCUUSD Policy Committee Meeting Minutes Approved 1.12.21 4:30-6:00 pm

Present: Superintendent Olkowski, Aaron Boynton, Michelle Ksepka, Chris McVeigh, Dorothy Naylor, Jaiel Pulskamp, Jim Garrity, Amy Molina

- 1. Call to Order:** Chris McVeigh called the meeting to order at 4:36 p.m.
- 2. Approve Minutes of 12.8.20:** Dorothy Naylor moved to approve the minutes of December 8, 2020. Seconded by Chris McVeigh, this motion carried unanimously.

3. Review of Technology Policies

Jim Garrity had provided a packet of draft technology policies for the committee to discuss. The following policies were reviewed:

- 3.1. WCUUSD Information Security Policy**
- 3.2. F25 Access Control**
- 3.3. F40 Change Management**
- 3.4. F41 Reasonable Care in Protecting Proprietary and/or Confidential Information**
- 3.5. F22 Data Retention and Storage**

Jim Garrity explained that “data” under this policy includes meeting minutes, electronic documents, video, etc. This policy was discussed, as the content related to use of personal cell phones or laptops is new. Amy Molina indicated that this will be a big change for staff, as they have been in the practice of using their own phones, for example, to access functions of infinite campus. Chris McVeigh asked, for example, when exceptions are made to the policy, who is the person who would make the exception? Jim Garrity stated that, traditionally it would be the IT Director and one other person. Chris McVeigh indicated that he would want a monthly reporting to the Superintendent, to make him aware of the exceptions that have been made. Superintendent Olkowski recommended “Superintendent or Superintendent’s Designee” for this topic. He hesitates to designate “IT Director” in the policy as the position is not necessarily mandatory.

The following language was discussed as a possibility: "Approval by Superintendent or Superintendent's designee to use personal devices to access district resources, and as exceptions are made to the policy, information will be shared on a regular basis with leadership team." Amy Molina asked - is Infinite Campus considered sensitive material? Is accessing Infinite Campus on a personal cell phone really accessing sensitive material? Some discussion followed about what warrants sensitive material. Michelle Ksepka indicated that teachers are limited as to what they can access on Infinite Campus. Jim Garrity would like to change the language to provide access to teachers as needed but to protect data. He stated that if staff needs to access information that is outside of the norm within the policy, they can go to their building administrator for access. He suggested that he and Michelle Ksepka work together on editing this policy. Policy committee members indicated that they approve of the gist of the policy as discussed, where teachers have limited access to student data but administrators have broader access.

3.6. F43 Backups

Jim Garrity explained how staff are encouraged to save documents and files to the network drive as this provides backup. He explained that if/ when devices "crash," it is likely that they will lose what isn't backed up to the network drive. Chris McVeigh suggested that there be a waiver that if personal data is stored on work computer systems, then WCUUSD has no responsibility for maintaining that personal data. Amy Molina shared that employees have a user agreement; she wonders if there is already information in the user agreement that acknowledges this. Jim Garrity will review the existing user agreement. Some discussion followed around the terminology, e.g. "company."

3.7. D3 District Take Home Device & Personal Device Policy

Jim Garrity reviewed this policy. Amy Molina stated that based on her experience, some of the policies that we are discussing tonight feel like they are more procedural and belong in a handbook rather than a policy. Superintendent Olkowski shared that at previous meetings we had discussed: what needs to be policy and what needs to be included in a user handbook as more procedure or best practice? Chris McVeigh stated that we should also carefully consider what policy we want in place, for long term, even beyond COVID19. Some discussion followed around the idea of one-to-one devices, especially in elementary and middle school. Aaron Boynton stated that, in elementary school, he does not see a universal need for one-to-one devices that go home with students - maybe more so in fifth/ sixth grade. He noted that the damage to machines is significant. Some discussion followed around the idea of "softening" language to "may" instead of "will." Chris McVeigh indicated that, for the last paragraph of this policy, we should be clear about the standard wherein we would confiscate and search a mobile device. We should be consistent across policies. The committee had discussed this topic in length when considering other policies related to search and seizure. Jim Garrity will take another stab at this part of the policy. Amy Molina indicated that this paragraph makes her very nervous as she understands this to mean personal cell phone or personal iPod.

Superintendent Olkowski clarified the process - will the committee continue to the next five policies or will the committee revisit the five for which we've discussed edits?

Chris McVeigh stated that he would like to revisit the five that we are currently working on, and get them to a place where we can bring to the board. He asked that revisions be noted in italics so that the committee will be able to see the changes. At the next meeting the committee will consider the revised policies.

3.8. F44 Password Management Policy

3.9. F45 Acceptable Use

3.10. F47 Electronic Mail

3.11. F48 Incident Response Policy and Plan

3.12. B8 Electronic Communication between Employees and Students

4. Future Agenda Items: Next meeting: January 26, 2021 4:30 - 6:30

5. Adjourn: The committee adjourned by consensus at 6:01 p.m.

Respectfully submitted,
Lisa Stoudt, Committee Recording Secretary