

KEEP FOR YOUR FILES

July 1, 2023

TO: All employees enrolled in Anthem BC/BS through Killingly Public
Schools

FROM: Robert Angeli
Superintendent of Schools

SUBJECT: HIPAA Privacy Regulations

The federal government requires that we send a notice to you informing you of your rights under the new HIPAA Privacy Regulations. Attached is a copy of the notice for your records. There are no changes to your health benefits as a result of the HIPAA Privacy Regulations.

If you have questions, please feel free to contact Kim Gillespie-Burnham, x6795.

HIPAA Privacy Notice

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

If you have any questions about this Notice please contact: our Privacy Contact who is

Kim Gillespie-Burnham x6795

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment payment of health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present, or future physical or mental health or condition and related health care services.

Uses and Disclosures of Protected Health Information

We use health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. We may use or disclose identifiable health information about you without your authorization for several other reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, for auditing purposes, for research studies, and for emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new notice. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed below.

The Federal regulations that govern the use and disclosure of protected health information may require us to disclose your health information in any of the following situations:

Required By Law. We may use or disclose your protected health information to the extent that the law requires the use or disclosure. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

Public Health. We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury, or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

Communicable Diseases. We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

Health Oversight. We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs, and civil rights law.

Abuse or Neglect. We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect, or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

Food and Drug Administration. We may disclose your protected health information to a person or company as directed or required by the Food and Drug Administration (i) To report adverse events (or similar activities with respect to food or dietary supplements), product defects or problems (including problems with the use or labeling of a product), or biological product deviations, (ii) to track FDA-regulated products, (iii) to enable product recalls, repairs or replacement, or look back (including locating and notifying individuals who have received products that have been recalled, withdrawn, or are the subject of look back), or (iv) to conduct post-marketing surveillance.

Legal Proceedings. We may disclose protected health information in the course of any judicial or administrative proceedings, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.

Law Enforcement. We may also disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal processes and otherwise required by law, (2) limited information requests for identification and location purposes, (3)

pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs on the premises of the practice, and (6) medical emergency (not on the Practice's premises) and it is likely that a crime has occurred.

Coroners, Funeral Directors, and Organ Donation. We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties. We may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye or tissue donation purposes.

Research. We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

Criminal Activity. Consistent with applicable federal and state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

Military Activity and National Security. When the appropriate conditions apply, we may use or disclose protected health information of individuals who are Armed Forces personnel (1) for activities deemed necessary by appropriate military command authorities; (2) for the purpose of a determination by the Department of Veterans Affairs of your eligibility for benefits, or (3) to foreign military authority if you are a member of foreign military services. We may also disclose your protected health information to authorized federal officials for conducting national security and intelligence activities, including for the provision of protective services to the President or other legally authorized.

Workers' Compensations. Your protected health information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally-established programs.

Inmates. We may use or disclose your protected health information if you are an inmate of a correctional facility and your physician created or received your protected health information in the course of providing care to you.

Required Uses and Disclosures. Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human

Services to investigate or determine our compliance with the requirements of Section 164.500 et. seq.

Your Rights

The following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

You have the right to inspect and copy your protected health information. This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. A “designated record set” contains medical and billing records and any other records that your physician and the practice use for making decisions about you. Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewable. In some circumstances, you may have a right to have this decision reviewed. Please contact your Privacy Contact if you have questions about access to your medical record.

You have right to request a restriction of your protected health information. This means you may ask us not to use or disclose any part of your protected health information for the purpose of treatment, payment of healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. We are not required to agree to a restriction that you may request, but if we do agree to the requested restrictions, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. We will accommodate reasonable requests. We may also condition this accommodation by asking you for information as to how payment will be handled or specification of an alternative address or other method of contact. We will not request an explanation from you as to the basis for the request. Please make this request in writing to our Privacy Contact.

You may have the right to have your physician amend your protected health information. This means you may request an amendment of protected health information about you in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If

we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Please contact our Privacy Contact to determine if you have questions about amending your medical record.

You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information. This right applies to disclosures for purposes other than treatment, payment or healthcare operations as described in this Notice of Privacy Practices. It excludes disclosures we may have made to you, for a facility directory, to family members or friends involved in your care, or for notification purposes. You have the right to received specific information regarding these disclosures that occurred after April 14, 2003. You may request a shorter timeframe. The right to receive this information is subject to certain exceptions, restrictions, and limitations.

You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice electronically.

Complaints

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our Privacy Contact of your complaint. We will not retaliate against you for filing a complaint.

KILLINGLY PUBLIC SCHOOLS 2023 - 2024 PAYROLL SCHEDULE

Please note:

Twelve month employees will receive their first paycheck on July 14, 2023 and their final paycheck on June 28, 2024.

Ten month non-certified employees will receive their first paycheck on September 8, 2023 and their final paycheck on June 28, 2024.

Teachers and Nurses will receive their first paycheck on September 8, 2023 and their final paycheck on June 28, 2024.

Pay Number	Check Date	Pay Period Start	Pay Period End	Timesheet Submission Date to Payroll**
1	07/14/23	06/25/23	07/08/23	07/10/23
2	07/28/23	07/09/23	07/22/23	07/24/23
3	08/11/23	07/23/23	08/05/23	08/07/23
4	08/25/23	08/06/23	08/19/23	08/21/23
5	09/08/23	08/20/23	09/02/23	09/05/23*
6	09/22/23	09/03/23	09/16/23	09/18/23
7	10/06/23	09/17/23	09/30/23	10/02/23
8	10/20/23	10/01/23	10/14/23	10/16/23
9	11/03/23	10/15/23	10/28/23	10/30/23
10	11/17/23	10/29/23	11/11/23	11/13/23
11	12/01/23	11/12/23	11/25/23	11/27/23
12	12/15/23	11/26/23	12/09/23	12/11/23
13	12/29/23	12/10/23	12/23/23	12/22/23*
14	01/12/24	12/24/23	01/06/24	01/08/24
15	01/26/24	01/07/24	01/20/24	01/22/24
16	02/09/24	01/21/24	02/03/24	02/05/24
17	02/23/24	02/04/24	02/17/24	02/16/24*
18	03/08/24	02/18/24	03/02/24	03/04/24
19	03/22/24	03/03/24	03/16/24	03/18/24
20	04/05/24	03/17/24	03/30/24	04/01/24
21	04/19/24	03/31/24	04/13/24	04/15/24
22	05/03/24	04/14/24	04/27/24	04/29/24
23	05/17/24	04/28/24	05/11/24	05/13/24
24	05/31/24	05/12/24	05/25/24	05/28/24*
25	06/14/24	05/26/24	06/08/24	06/10/24
26	06/28/24	06/09/24	06/22/24	06/24/24

* Due to a holiday we request a different submittal of timesheets.

** Only paper timesheets require submission.

** All substitute timesheets are due to the school by the pay period end date.

AUGUST 2023 (1)						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	[31]		

SEPTEMBER 2023 (20)						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	*4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023 (21)						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	*9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023 (18)						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	*10	11
12	13	14	15	16	17	18
19	20	21	22	*23	*24	25
26	27	28	29	30		

DECEMBER 2023 (16)						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*25	*26	27	28	29	30

JANUARY 2024 (19)						
SU	MO	TU	WE	TH	FR	SA
	*1	*2	3	4	5	6
7	8	9	10	11	12	13
14	*15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024 (19)						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*19	*20	21	22	23	24
25	26	27	28	29		

MARCH 2024 (19)						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	*29	30

APRIL 2024 (17)						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 (22)						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*27	28	29	30	31	

2023-24 Killingly Public Schools Calendar- 182 Student days, 188 Teacher days. Revised 6/7/23

New Teacher Orientation: August 21, 22, & 23 **Convocation:** August 28
☒ **Professional Development (6):** No school for students August 28, 29, 30 November 7, January 16 & March 22
August 31- First Day of School for Grades PreK- 9 Only. September 1-First Day of School for Grades 10, 11, 12
Anticipated Last Day of School: June 14, 2024 **KHS Graduation:** June 14, 2024
☒ **Early Release Days:** (8) Sept. 29, Oct. 27, Dec. 8, Jan. 12, Feb. 16, March 8, April 26, May 17
 / **Half Days:** (3) November 22 December 22 June 14

Schools Closed (*District Closed)
 Independence Day- *July 4 Labor Day- *Sept. 4 Columbus Day- *Oct. 9 Election Day- Nov. 7
 Veteran's Day- *Nov. 10 Thanksgiving Break- Nov. *23 & *24 Holiday Break- Dec. *25, *26, 27, 28, 29, &
 January *1, *2 Martin Luther King Jr. Day- *Jan. 15 Winter Break- Feb. *19 & *20 Good Friday- *March 29
 Spring Break - April 15-19 Memorial Day- *May 27

Open Houses
 Goodyear Early Childhood Center: August 29, 5:30-6:30 p.m.
 Central School: Kindergarten- August 30, 5:00-6:30 p.m.
 Central School: Grade 1- September 7, 5:00-6:30 p.m.
 Memorial School: September 6, 5:30-7:00 p.m.
 Intermediate School: September 14, 5:00-7:00 p.m.
 High School: August 30, 6:00-7:00 Freshmen Orientation, 5:00-6:00 p.m.

Progress Reports	
Prek-4	Grades 5-12
October 6	October 4
January 12	December 13
May 3	March 1
	May 14
Grading Period Ends	
Prek-4	Grades 5-12
November 3	November 6
March 1	January 26
End of School	April 4
	Last day of school

Parent/Teacher Conferences
 Goodyear Early Childhood Center: Nov. 16, 11:30 a.m.-7:00 p.m. & March 14, 11:30-7:00 (1/2 day for GECC students)
 Central School: November 27, 5:00-7:00 p.m. November 28, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KCS students)
 March 25, 5:00-7:00 p.m. March 26, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KCS students)
 Memorial School: November 20, 5:00-7:00 p.m. November 21, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KMS students)
 March 19, 5:00-7:00 p.m. March 21, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KMS students)
 Intermediate School: October 19, 1:00-3:00 p.m. & 5:00-7:00 p.m. (1/2 day for KIS students) October 24, 5:00-7:00 p.m.
 Student Led Conferences - May 30, 7:30 a.m.-2:30 p.m. & 5:00-7:00 p.m.
 High School: October 23, 1:00-3:00 p.m. & 4:00-6:00 p.m. (1/2 day for KHS students) October 24, 4:00-6:00 p.m.
 March 11, 1:00-3:00 p.m. & 4:00-6:00 p.m. (1/2 day for KHS students) March 12, 4:00-6:00 p.m.
 March 12 Academic Showcase 6:00-7:00 p.m.

JUNE 2024 (10)						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Board of Education Meetings
 2nd & 4th Wednesday of the Month (*exception- Nov. & Dec.)
 September 13 & 27 February 14 & 28
 October 11 & 25 March 13 & 27
 November *15 April 10 & 24
 December 13 May 8 & 22
 January 10 & 24 June 12 & 26

Killingly Public Schools 403(b) Plan Sign Up Instructions

Killingly Public Schools offers a 403(b) Tax Sheltered Account Plan. As an eligible employee you can participate in this Plan by making voluntary salary reduction contributions to the Plan.

If you wish to begin participating in the Plan you may obtain a list of financial representatives that can assist you by visiting <http://sfr.baybridgeadministrators.com/retirement> and you should complete the Salary Reduction Agreement as instructed. This form should be used to begin participation in the Plan or change your current salary reductions. Once you have accessed the website please follow these instructions

- Select "Employee" from the menu on the right
- Select your state from the drop-down menu
- Select your employer from the second drop down menu
- Select the "Approved Providers/Products/Reps" link

You may also view other information about the plan at <http://sfr.baybridgeadministrators.com/retirement>, including a copy of the Plan Document, forms, processing instructions, and access a copy of the Employee Handbook.

If you have further questions, please Wendy Brennan @ 860-779-6613 OR wbrennan@killinglyschools.org in the business office.

BOE Policy 4118.112
NOTICE SEXUAL HARASSMENT IS ILLEGAL AND IS PROHIBITED
BY
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT
(Section 46a-60 of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;
2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
3. SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

Examples of SEXUAL HARASSMENT include:

UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES, KISSES
REQUESTS FOR SEXUAL FAVORS
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS.

Remedies for sexual harassment may include:

CEASE AND DESIST ORDERS
BACK PAY
COMPENSATORY DAMAGES
HIRING, PROMOTION, OR REINSTATEMENT

RETALIATION AGAINST ANY EMPLOYEE FOR COMPLAINING ABOUT SEXUAL HARASSMENT IS PROHIBITED UNDER THIS POLICY AND ILLEGAL.

VIOLATION OF THIS POLICY IS GROUNDS FOR DISCIPLINE, INCLUDING DISCHARGE.

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

AN INFRACTION OF THIS POLICY BY SUPERVISORS OR CO-WORKERS SHOULD BE REPORTED IMMEDIATELY TO KIM BURNHAM, **TITLE IX COORDINATOR, OR SUPERINTENDENT IF THE TITLE IX COORDINATOR IS THE SUBJECT OF THE COMPLAINT.** CONFIDENTIALITY WILL BE MAINTAINED TO THE EXTENT POSSIBLE.

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST IN THE WORKPLACE IN VIOLATION OF THIS POLICY MAY ALSO CONTACT:

Eastern Region Office of the Connecticut Commission on Human Rights & Opportunities
100 Broadway, Norwich, CT 06360.

Ph. (860) 886-5703, TDD (860) 886-5707, Fax # (860) 886-2550

AND/ OR:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

BOSTON AREA OFFICE

475 GOVERNMENT CENTER, BOSTON, MA 02203

PHONE (617) 565-3200, (800) 669-4000

CONNECTICUT LAW REQUIRES THAT A FORMAL WRITTEN COMPLAINT BE FILED WITH THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES WITHIN ONE HUNDRED AND EIGHTY (180) DAYS OF THE DATE WHEN THE ALLEGED HARASSMENT/ DISCRIMINATION OCCURRED.

COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Personnel-Certified/Non-Certified - Sex Discrimination and Sexual Harassment in the Workplace

[Note: The following procedures are not part of the sex discrimination and sexual harassment policy and need not be approved by the Board, unless such approval is required per Board policy. However, because a complaint procedure is legally required, these regulations are included for your convenience.]

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The school district will provide staff development for new district administrators and will publish its policy and grievance procedures to staff and employees in an effort to maintain an environment free of sex discrimination and sexual harassment.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Eastern Region Office of the Connecticut Commission on Human Rights and Opportunities, 100 Broadway, Norwich, CT 06360. Phone number (860) 886-5703, TDD(860) 886-5707, Fax # (860) 886-2550. Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Title IX Coordinator

The Title IX Coordinator for the Killingly Board of Education is:
Kim Burnham, whose office is located at 79 Westfield Avenue, tel.# 860-779-6795.

Regulation Approved: June 4, 2014

KILLINGLY PUBLIC SCHOOLS

Killingly, CT 06239

PERSONNEL

USE OF SOCIAL NETWORKING/MEDIA

Statement

The Killingly 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. In accordance with the provisions of the First Amendment, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; and
- 5) violates the law, board policies and/or other school rules and regulations.

Policy approved: October 10, 2018

KILLINGLY PUBLIC SCHOOLS

Killingly, CT 06239

4118.51

4218.51

PERSONNEL

USE OF SOCIAL NETWORKING/MEDIA

Definitions:

Social media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, as well as social connectivity programs and applications such as snapchat.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

The Killingly Board of Education encourages communication with our community through Official District-Sponsored Social Media sites. We also recognize the large role our educational community plays in the lives of our faculty, and ask that all Killingly employees adhere to the following guidelines in personal social networking:

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication.

2. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g., relative or family friend), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is a violation of professional boundaries for an employee to give students or parents access to personal postings unrelated to school.
3. Employees must refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
4. Employees are individually responsible for their personal posts on social media.

As personal posts and activities are outside the scope of employment, employees may be personally liable to any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

5. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
6. Killingly Public School Employees are prohibited from using their school district title as well as adding references to the District in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts.
7. Employees shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless related to school-sponsored activities or events. Employees must seek approval from the Superintendent of Schools or his/her designee for such use.
8. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not include a link in a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.
11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor in writing prior to setting up the site.

2. If an employee wishes to use a social media site to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:

- The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel, and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site)
- When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized
- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any site that their child has been invited to join.
- Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
- The employee responsible for the site will monitor it regularly.
- The settings shall be set such that comments and pictures can only be posted by the site administrator. Members may not post comments, and/or pictures.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

3. Employees are required to refrain from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media posts on district-sponsored sites.

4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.

5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.

6. All posts on district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.

8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.

9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

10. Monitoring comments is the responsibility of all users.

Rules concerning online fundraising:

1. Online fundraising for clubs, teams, classes or groups must be approved by the Killingly Board of Education and must comply with district fundraising policy as outlined in Policy 1324
2. All online fundraising must occur through the official Killingly Public Schools Web Page. This ensures appropriate management of funds. Teams, clubs and organizations may not create individual fundraising websites such as "Go Fund Me" without written permission of the Superintendent of Schools or his/her designee for such use.

Disciplinary Consequences

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

Policy

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward students and/or the community while using social networking sites.

POLICY 6162.7

Instruction

Educational Software: License

Staff members shall adhere to the following sequence of steps:

Obtaining Software - Four Acceptable Methods

- a. Purchased Software - To purchase copyrighted software or shareware, employees must obtain the approval of the IT Coordinator. All software acquired using this method must be purchased through the district purchase methods which require a purchase order.
- b. Purchase Shareware - Same as above.
- c. Freeware - Before downloading or accepting freeware as a gift, employees must obtain the approval of the IT department. Freeware includes popular downloads such as weather monitors and search toolbars. A list of acceptable freeware will be maintained and will constitute an approval for all applications on the list.
- d. Donated Software - Software may not be purchased by an employee using private funds and then installed on a Killingly Public School District's computing device. However, individuals may donate software to be installed on Killingly Public School District computing devices only with the written approval of an administrator or technology coordinator/staff. All original materials, licenses, and diskettes or CD's must accompany the software donation and written documentation must exist for the donation prior to installation. Software acquisition channels are restricted as above to ensure that Killingly Public School District schools have a complete record of all software that has been installed on Killingly Public School District computing devices and can register, support, track, and upgrade such

software accordingly. These restrictions also help to avoid security vulnerabilities on the computer systems.

Installation of Software

After the registration requirements above have been met, the software may either be installed by the IT Coordinator or a qualified individual with the permission of the Coordinator. No software shall be installed on Killingly Public School District computing devices without the approval of the IT Coordinator who will need to support this hardware/software tandem and who will periodically report all installations to the Superintendent of Schools. Students are not allowed to install software on Killingly Public School District computing devices under any circumstances.

Software User's Manual

Original manuals, tutorials, and other user-oriented documentation will be made available, whenever possible, to assist the software users. The Killingly Public School District technology coordinator/staff will also continue to train both teachers and students in the use of appropriate computer software. When manuals are not available, staff members are encouraged to locate and request purchase of support materials for the Software User's Manual software. It is recommended that one copy or original of all supporting manuals for installed software be filed with the school-level records.

Home Computing Devices - Use of Software at Home

Killingly Public School District computing devices are assets and must be kept both software legal and virus free. Only software obtained through the procedures outlined above may be used on Killingly Public School District machines. Employees are not permitted to bring software from home and load it on Killingly Public School District computing devices. Generally, Killingly Public School District owned software cannot be taken home and loaded on an employee's computing device if it also resides in the Killingly Public School District's computing device. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. Killingly Public School District employees or students, prior to taking any software home, must check with the technology coordinator/staff to see if it can be legally checked out and follow the sign-out and sign-in procedures.

Virus Protection-Data Disks

Virus and malware protection on school computers shall be maintained at all times. Data disks are diskettes that contain information, data, or documents that were created or manipulated by a software program. These are not considered to be software and may be copied to and from school computers. Teachers or students who bring in data disks from home are responsible to ensure that their disks are free from viruses. Virus protection software should be used to examine these disks before they are used in a Killingly Public School District computer. It is the responsibility of teachers and other faculty members to constantly monitor student use of computers and review all policies and procedures with the students regarding the acceptable use of technology.

School-Wide Area Network and Internet

All provisions of this policy extend beyond the single computing device in use to the entire school network and the Internet. Generally, all software installed for use over the school network under a multiple license will be installed and maintained by the system technology staff.

School-Wide Area Network and Internet

The Technology Coordinator/Director/Staff will conduct random audits of all Killingly Public School District computing devices to ensure that the Killingly Public School District is in compliance with all software licenses. The Technology Coordinator/Director/Staff will submit a written report of any incidents of software violations found to the building administrator and to the Superintendent of Schools. Any installed software for which no documentation or record exists will be reported as a violation. All such software will be eventually

removed from Killingly Public School District computing devices. Staff members or students who violate this software policy may lose their use of the computing device, the school network, the Internet, and/or be subject to other disciplinary measures.

Educational Software Review and Acquisition Process

1. All software will correlate with the curriculum, academic area outcomes, the CMT and/or CAPT.
2. Software must be evaluated by the IT Coordinator and the curriculum staff within the Killingly Public School District to ensure that the software is appropriate for our children. In addition, software evaluations from outside sources will be examined. Where appropriate, such software must be reviewed by the Curriculum Subcommittee of the Board of Education.
3. Killingly Public School District-wide or large discount purchases may be recommended saving the school system a considerable amount of money and ensuring that only high quality software is purchased.

Backup Copies of Copyrighted Computer Software

1. Schools may lawfully make one copy of a copyrighted single-license application. The following conditions must be met:
 - A. One and only one copy is made.
 - B. One copy should be labeled with the name of the program, name of the publisher, and the copyright holder.
2. Only the circulating copy may be used.
3. If the circulating copy is no longer usable, another copy may be made from the archival copy.

Regulation adopted: December 8, 2004

Rev., adopted: May 11, 2016

KILLINGLY PUBLIC SCHOOLS

Killingly, CT 06239

POLICY 3523.1

Business and Non-Instructional Operations

Acquisition and Updating of Technology

Technology Purchases

The Killingly Board encourages the use of technology for any Killingly District function where efficiency, reliability or student learning will be improved.

New Programs - Philosophy

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning by the IT Department and administrative staff. Pilot projects shall be established and evaluated for effectiveness whenever possible prior to implementing a new technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantially improve efficiency, reliability or learning beyond current or "traditional" practice.

Whenever resources are allocated for the purchase of new technological hardware or software, resources shall also be allocated for staff training and the necessary supplementary materials and documentation.

Technology Hardware Replacement

Technology significantly impacts the classroom and the operation of Killingly's schools. The Killingly School District's technology plan must address all technology-related operations. Primary attention shall be given to the integration of technology into the curriculum and instructional practices. The plan must also relate to the importance of technology in the administration and management of the schools. Moreover, in the selection of new resources, the Killingly School District must review not only new and desirable technologies, but should also assess existing technologies to determine how they can be integrated with the new. The sophistication of integrated systems can be one of the major strengths of technology for schools.

Students must be technologically literate and acquire skills and knowledge that allow them to function as productive citizens in a technologically-oriented society. To support this goal, hardware purchase and replacement is one of the components requiring attention in an instructional program promoting technology literacy.

Specifications for hardware selection shall be designed to ensure durable, functional and updated equipment. The Superintendent or his/her designee shall work with staff to develop a long-range plan appropriate for instructional technology for kindergarten through grade twelve and for technology usage in the management of the school's facilities and resources.

Guidelines for Technology Purchases

The following policy guidelines have been established because of the District's interest in technology and the need to engage in thoughtful planning prior to purchase.

1. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used.
 - a. The IT Department in conjunction with teachers and administrators involved will identify objectives, site needs and priorities.
 - b. Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware. All software must be compatible with licensing methods and installed network systems.
 - c. Hardware purchases shall be the result of consultations with users, demonstration of effectiveness, compatibility with district needs and evaluation of its worth from the standpoint of usability and "instructional merit." Purchases must also be compatible with currently used configurations and platforms.
 - d. Consolidation of purchases shall be planned to insure a more favorable price or bid and the ability to provide continuing hardware and software support.
 - e. All hardware and software acquisitions shall conform to current IT Department goals and initiatives regardless of the source of funding or whether the acquisition resulted from a donation.
2. Equipment and software purchase decisions shall be the result of comparisons and study of the products from a variety of the vendors.
3. Staff involvement in planning before purchase and in-service programs after purchase shall be considered. The goal of the professional development program will be to support staff at the current level of familiarity with technology and provide continuing training as their skills increase by offering mentoring, peer training, personal tutoring, and workshops.

4. A technical resource, hardware or software, shall not be taken out of service until all possible use of the resource within the District/school is exhausted or support is no longer feasible.

(cf. 6162.7 - Educational Software)

Policy adopted: November 10, 2004

Business and Non-Instructional Operations

Acquisition and Updating of Technology

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