

## Proposed Policy Revisions and Revisions to Administrative Regulations

**Series 2000: Administration** (policy revision and administrative regulation revision)

### 2002 Retention and Disposition of Records and Information (formerly titled Retention of Electronic Records and Information)

This policy and the accompanying regulations have been revised to address the retention and disposition of paper records, as well as electronic records. We have also revised this policy and the accompanying regulations to reflect the Office of the Public Records Administrator's (the "OPRA's") April 3, 2023 guidance, which addresses the disposition of original paper records after such records have been scanned. Previously, districts were only permitted to dispose of original paper records after they completed the RC-075.1 form and received authorization from the OPRA. The OPRA's new guidance allows districts to bypass this process, but only after the district has (1) developed a district-specific digitization policy that meets OPRA's requirements and (2) submitted such digitization policy to the OPRA. The digitalization policy must include, among other things, requirements for the destruction of original records. While the guidance does not expressly require the OPRA's approval, we recommend that districts pursuing this process obtain written confirmation and seek approval from the OPRA prior to using the alternative method for disposing of original source records that have been digitized.

**Series 4000: Personnel**

### 4009 Employee Use of the District's Computer Systems and Electronic Communications (proposed revision to policy and administrative regulation)

Shipman and Goodwin revised this policy to prohibit employee use of generative artificial intelligence using the district's computer systems in a manner that causes disruption or is otherwise inappropriate, unlawful, or violates board policies and/or other school rules and regulations. We have also provided alternative policy language for districts that wish to prohibit use of generative artificial intelligence altogether. Items updated include the social media platforms referenced in the policy and there are other technical revisions for clarity.

**Series 5000: Students**(NEW: administrative regulations only)

### 5035 Admission to the Public Schools at or Before Age Five

In October 2023, we released a new policy, Admission to the Public Schools at or Before Age 5. In light of [guidance](#) from the Connecticut State Department of Education regarding early admission to kindergarten, Shipman & Goodwin developed administrative regulations to accompany this policy. These administrative regulations are intended to assist districts with the assessment process for early admission to kindergarten and should be tailored to the district's specific needs.

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**Series 5000: Students**(policy and administrative regulation revision)

**5028 Student Use of the District's Computer Systems and Internet Safety**

Shipman and Goodwin revised this policy to prohibit the unauthorized use of generative artificial intelligence by students using the district's computer systems. They have also made several technical revisions to this policy and the administrative regulation for clarity.