

RSU #63

- a. NEPN/NSBA Code: IJNDB
- b. Title: Student ~~Computer~~ **Computing Device**/Internet Use
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 01/23/2017 RSU #63
- f. Previously Approved: 01/23/2017 ~~02/29/2016~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Technology ~~Committee~~ **Coordinator** & Policy Committee
- i. Date Reviewed: 08/16/2021 ~~03/14/2018~~ Technology ~~Committee~~ **Coordinator**
08/25/2021 ~~04/03/2018~~ Policy Committee
- j. References: IJND – **District Issued Computing Device** ~~MLTI MacBook Air Usage at Home~~
- k. Narrative:

Computing devices, ~~Computers~~, networks, and Internet access are provided by RSU #63 (the District) to support its educational mission and to enhance the curriculum and learning opportunities for students and staff. This policy, and the accompanying rules, ~~also~~ applies to ~~laptops~~ **all computing devices** issued directly to students whether in use at school or off school premises.

- I. Student use of the District **computing devices**, ~~computers~~, networks, and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning ~~computer~~ **computing devices** and Internet use is mandatory. Students who violate these policies and rules may have their ~~computer~~ **computing device** privileges limited, suspended, or revoked. The building administrator will have the final authority to decide whether a student's ~~computer~~ **computing device** privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.
- II. The District ~~computer~~ **computing devices** remain under the control, custody, and supervision of the District at all times. The District monitors all ~~computer~~ **computing devices** and Internet activity by students. Students should have no expectation of privacy in their use of the District ~~computer~~ **computing devices**, whether they are used on or off school property.
- III. The District utilizes Internet filtering technology designed to block access to child pornography and materials that are obscene or harmful to minors. The District takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use, or dissemination of personally identifiable information about students. The District educates students about safety on the Internet, appropriate online behavior and cyber bullying awareness and response, but parents should be aware that the District couldn't reasonably prevent all instances of inappropriate ~~computer~~ **computing device** use by students that may violate **RSU #63**

Board of Directors (the Board) policies and rules, including access to objectionable materials and communication. **Please be advised that these filters do not apply to your internet at home.**

- IV. Students and parents will be informed of this policy and the accompanying rules annually through handbooks, the school website, and/or other means selected by the Superintendent.
- V. Students and their parent(s)/guardian(s) are required to sign and return the Student ~~Computer~~ **Computing Device**/Internet Use Acknowledgment Form, attached as Exhibit A, at the end of this document, before being allowed to use the District ~~computer~~ **computing device**.
- VI. The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. The Superintendent, consistent with Board policies and rules, may implement additional administrative procedures or rules governing the day-to-day management and operations of the Districts ~~computer~~ **computing device** system.

Student ~~Computer~~ **Computing Device /Internet Use Rules**

All students are responsible for their actions and activities involving the District ~~computing device computers~~, networks, and Internet services, and for their ~~computer~~ **computing device** files, passwords, and accounts. These rules provide general guidance concerning the use of the ~~computer~~ **computing device** and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and district staff who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all the District ~~computer~~ **computing devices** and ~~all district-provided laptops~~ wherever used, and all uses of the District servers, Internet access, and networks regardless of how they are accessed.

A. Acceptable Use

- 1. The District ~~computer~~ **computing device**, networks, and Internet services are provided for educational purposes and research consistent with the district's educational missions, curriculum, and instructional goals.
- 2. All Board policies, school rules, and expectations concerning student conduct and communications apply when using the District ~~computer~~ **computing device** whether on or off school property. Students will comply with specific instructions from staff and volunteers when using the District ~~computer~~ **computing device**.

B. Prohibited Uses

Unacceptable uses of the District ~~computer~~ **computing device** include, but are not limited to, the following:

- 1. Accessing or Communicating Inappropriate Materials. Students may not access, submit, post, publish, forward, download, scan, or display defamatory abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyber bullying, and/or illegal materials or messages.

2. **Illegal Activities.** Students may not use any the District ~~computer~~ **computing device**, networks, or Internet services for any illegal activity, or in violation of any Board policy or school rules. The District assumes no responsibility for illegal activities of students while using district ~~computer~~ **computing device**.
3. **Violating Copyrights.** Students may not copy, download, or share any type of copyrighted materials (including music or films) without the owner's permission, or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for copyright violations by students.
4. **Plagiarism:** Students may not represent materials obtained on the Internet as their own work (ex. Term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified.
5. **Use for Non-School-Related Purposes:** Students may not use the District ~~computer~~ **computing device**, networks, or Internet Services for personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access:** Students may not share passwords, use other users' password, access, use other users' accounts, or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism:** Students may not engage in any malicious use, disruption, or harm to the district's ~~computer~~ **computing device**, networks, and Internet services, including, but not limited to, hacking activities and creation/uploading of ~~computer~~ **computing device** viruses.
8. **Avoiding District Filters:** Students may not use any software, utilities, or other means to access Internet sites or content blocked by the district filters.
9. **Unauthorized Access to Blogs, Social Networking Sites, Etc.:** Students may not access blogs, social networking sites, etc., to which student access is prohibited.

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

The student and his/her parent/guardian are responsible for compensating the District for any losses, costs, or damages incurred for violations of Board policies and/or school rules while the student is using the District ~~computer~~ **computing device**. This includes the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District ~~computer~~ **computing device**.

D. Student Security

A student is not allowed to reveal ~~his/her~~ **their** full name, address, telephone number, social security number, photograph, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have

contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

E. System Security

The security of the Districts ~~computer~~ **computing device**, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student will not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for ~~Laptops~~ **Computing Devices Issued to Holbrook (RSU #63) Students in Grades **6, 7, & 8****

1. **6th, 7th, & 8th** grade students enrolled at Holbrook Middle School are issued an ~~Apple MacBook Air Laptop~~ **a computing device** as part of the Maine Learning Technology Initiative (MLTI) program. These ~~laptops~~ **computing devices** are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. In order for the **computing device**, ~~Apple MacBook Air laptop~~, charger, and its carrying case to be signed out by a student to take home, the student and parent/guardian must **read and sign all documents regarding our student computing devices**. ~~attend a Family Orientation Meeting offered by the Holbrook Middle School at the beginning of each school (academic) year and~~ **The student and parent/guardian must** comply with the policies and procedures outlined in Board policy/procedure IJND – **District Issued Computing Device**. ~~Apple MacBook Air Usage at Home.~~
3. Students and their families are responsible for the proper care of **the laptops computing device** at all times, whether on or off school property, including costs associated with repairing or replacing the ~~laptops~~ **computing device**. ~~For parents/guardians who would like their student to take his/her laptop home, the District offers a laptop maintenance program. This laptop maintenance program~~ **The Holbrook School Computing Device Maintenance Agreement** covers replacement costs and/or repair costs for accidental damage.
4. If a ~~laptop~~ **computing device** is lost, the loss must be reported to the building administrator immediately. If a ~~laptop~~ **computing device** is stolen, a report must be made to the local police and building administrator.
5. The Board's policies and rules concerning ~~computer~~ **computing devices** and Internet use apply to use of ~~laptops~~ **computing devices** at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of ~~laptops~~ **computing devices** issued by the District personnel.
6. Violation of policies or rules governing the use of ~~computers~~ **computing devices** or careless use of a ~~laptop~~ **computing device** may result in a student's ~~laptop~~ **computing device** being confiscated and/or a student only being allowed to use the ~~laptop~~ **computing device** under the direct supervision of school personnel. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

7. Parents will be informed of their student's login password. Parents are responsible for supervising their student's use of the ~~laptop~~ **computing device** and Internet access when in use at home.
8. The ~~laptop~~ **computing device** may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of District-loaned computing ~~devices~~ **laptops** by all persons must comply with the District's Student ~~Computer~~ **Computing Device**/Internet Use Policy and Rules, as contained in this policy.
10. ~~Laptops~~ **Computing Devices** must be returned in acceptable working order at the end of the school year or whenever requested by school personnel.

EXHIBIT A
STUDENT ~~COMPUTER~~ **COMPUTING DEVICE/INTERNET USE**
ACKNOWLEDGMENT FORM

Student Name (Please Print)

Date

Signature of Student

Parent/Guardian:

I have read policy IJNDB – Student ~~Computer~~ **Computing Device**/Internet Use – and understand that my ~~son/daughter's~~ **student's** use of ~~school~~ district ~~computers~~ **computing devices** and the Internet is subject to compliance with these rules.

Parent/Guardian Name (Please Print)

Date

Signature of Parent/Guardian

Questions/Comments:

DRAFT

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Please return to your student's school by October 1, 20____

RSU #63

- a. NEPN/NSBA Code: IJND
- b. Title: **District Issued Computing Device Usage at Home** ~~MLTI MacBook Air Usage at Home~~
- c. Author: Board of Directors/Superintendent
- d. Replaces Policy:
- e. Date Approved: 04/24/2017 RSU #63
- f. Previously Approved: **04/24/2017** ~~03/28/2016~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Technology Committee/Policy Committee
- i. Date Reviewed: **08/16/2021** ~~03/25/2019~~ Technology Coordinator
08/25/2021 ~~04/03/2018~~ Policy Committee
- j. References:
- k. Narrative:

The RSU #63 Board of Directors (the Board) believes ~~the MLTI (Maine Learning Technology Initiative) MacBook Air laptop is~~ **District issued computing devices (laptop or tablet) are** a valuable educational tool and should only be used **for educational and/or research purposes consistent with the mission, goals, and objectives of RSU 63 (the District).** ~~in that capacity.~~ Failure to comply with this policy and the procedures outlined herein may result in loss of ~~MLTI MacBook Air laptop~~ **the issued computing device** privileges, disciplinary action, and/or legal action. The following outlines the process to be followed in order that students may take the ~~laptop~~ **computing device** home to do their homework.

I. Signing Out a District Issued Computing Device ~~the MacBook Air~~

- A. In order for ~~the MLTI MacBook Air~~ **a District issued computing device**, charger, and it's carrying case to be signed out by the student to take home, the student and parent/guardian **MUST degree to the following responsibilities and rules.** ~~attend a Family Orientation Meeting offered by the Holbrook School at the beginning of each school (academic) year.~~

1. Parent/Guardian Responsibilities

- a. Read the Acceptable Use Policy (IJNDB) and discuss it with student.
- b. Discuss appropriate use of the internet and supervise student's use of the internet. **The District internet security filters do not protect the computing device from inappropriate internet content once they leave school grounds.**
- c. Supervise the students use of the computing device at home. The computing device should **ALWAYS** be used in a common family location so adult supervision can be maintained at all times. Students should not isolate themselves from others when using the device.

- d. Ensure the computing device is charged nightly and students begin the school day with a fully charged battery.
- e. Agree to make sure the computing device, charger, and protective case is returned to the school at the end of each school year, upon student withdrawal from the District, or when requested by an RSU 63 Administrator or staff member.
- f. The parent/guardian **MUST sign and return the Computing Device Maintenance Program form** ~~participate in the Holbrook School MLTI Laptop Maintenance Program~~ if they wish the student to be able to take the **MLTI MacBook Air computing device** home. Scholarships will be available to eligible families unable to pay the annual Maintenance fee. The Holbrook School Maintenance Program Form is attached as Exhibit A.

2. Student Responsibilities

- a. Read the Acceptable Use Policy (IJNDB) and discuss it with my parents/guardians.
 - b. Adhere to the terms of the RSU 63's Acceptable Use Policy and District guidelines each time the computing device is used, at home or at school.
 - c. Recharge the device nightly and begin the school day with a fully charged battery.
 - d. Keep the device in its assigned protective case at all times when not being used.
 - e. Do not give out personal information, such as name, address, photo, or other identifying information online.
 - f. Report loss/theft of computing device to parents, School Principal, and proper authorities (police) within 24 hours.
 - g. Report all problems and damage immediately to the School Principal or Technology Coordinator.
 - h. Do not remove or attempt to remove identification tags on the computing device or deface with stickers, marking pens, etc.
3. Students planning to sign out ~~his/her~~ **their MLTI MacBook Air device** must inform their homeroom teacher in advance of this request to ensure the teacher's availability after school. Short- and long-term substitute teachers may sign out **MLTI MacBook Air computing devices** to the student providing the student has informed the substitute teacher in advance for the same reason as stated above. A card will be issued to each student to place in ~~his/her~~ **their MLTI MacBook Air computing device**

charging slot during the time it is taken home.

4. Sign out times for the ~~MLTI MacBook Air~~ **devices** will take place immediately after school unless alternative arrangements have been made with the homeroom teacher. Special arrangements (i.e. a parent/guardian signing out and picking up) must be made in advance for those students participating in extra curricular activities. ~~MLTI MacBook Airs~~ **Devices** are NOT to be taken into locker rooms, on playing fields, courts, or away games, etc.

II. ~~MLTI MacBook Airs~~ **Devices** should never be used on the bus or in any moving vehicle, sports practices or games, or in any location that would increase the risk of loss or damage to the ~~MacBook Air~~ **computing device**.

III. ~~MLTI MacBook Airs~~ **Computing** devices must remain at Holbrook School from the Wednesday before vacation starts through the entire school vacation. The dates for the current school year are:

November __-__ December __-__ January __ February __-__ April __-__

IV. ~~MLTI MacBook Air at the Student's Home:~~

~~A. When at the students' residence, the MLTI MacBook Air will ALWAYS be used in a common family location so that adult supervision can be maintained at all times. Students should not be isolating themselves from others when using their computer. The school's Internet security filtering systems are not in place when the MLTI MacBook Air is at the students' residence.~~

~~B. Under no circumstances will the MLTI MacBook Air be used by other siblings or friends.~~

~~C. Parents/guardians will have their child's login password in order to supervise student usage at home.~~

V. Return of the ~~MLTI MacBook Air~~ **Computing Device** to School:

A. The ~~MLTI MacBook Air~~ **computing device**, charger, and it's carrying case will be signed back in before or during homeroom on the school day following the day it was signed out or the day assigned for return. Parents/guardians will be contacted directly if a student returns to school without the complete ~~MLTI MacBook Air~~ unit, and will be expected to bring the entire unit to school immediately.

B. ~~Students are responsible for bringing their MLTI MacBook Air back to school fully charged and ready to use during the instructional day.~~

C. Failure to check the ~~MLTI MacBook Air~~ **computing device** in on time will result in the school revoking the privilege of signing out your ~~MacBook Air~~ **computing device** to take home for a period of time determined appropriate by the building

principal.

VI. ~~Loss of the MLTI MacBook Air:~~

~~If the MLTI MacBook Air, charger, or carrying case is stolen while it is signed out, the theft must be reported immediately to the local police authorities and the Holbrook School building principal.~~

VII. ~~Each MLTI MacBook Air, charger, and carrying case is the property of the State of Maine and registered to the Holbrook School and may NOT be taken out of the State of Maine. The unit must be returned to the Holbrook School upon request. Students transferring to another school or exiting Holbrook School are expected to turn in their MLTI MacBook Air, charger, and carrying case immediately.~~

Holbrook School
Laptop Computing Device Maintenance Agreement Program (MLTI MacBook Air)
20__-20__ School Year

Student Name: _____

Homeroom Teacher's Name: _____

Parent/Guardian: _____

Address: _____

Home Phone: _____ Work Phone: _____

Laptop Computing Device Maintenance Coverage

The Holbrook School ~~Laptop Computing Device Maintenance Agreement Program~~ covers the cost of ~~accidental laptop~~ damage outside of school *only*. The ~~Laptop Computing Device Maintenance Agreement Program~~ *does not* cover in school or out of school damage caused by intentional or malicious behavior.

Damage to a **computing device**, an ~~MLTI MacBook Air~~, its **protective** carrying case, or charger will be investigated by the district Technology Coordinator and the Holbrook School principal.

Should the investigation reveal that damages were caused by intentional or malicious behavior, replacement costs and/or repair for damages will be the sole responsibility of the parent(s)/guardian(s).

~~MLTI MacBook Airs~~ **Computing** devices must remain at Holbrook School from the Wednesday before vacation starts through the entire school vacation. The dates for the current school year are:

November __-__ December __-__ January __ February __-__ April __-__

Participation Information

_____ I elect to participate in the Holbrook School ~~Laptop Computing Device Maintenance Agreement Program~~ at a cost of ~~\$40.00~~ **\$25.00** for each student. Acquiring this maintenance protection means that my student's ~~laptop computing device~~ may go home during the 20__ - 20__ school year.

Payment Options (please select one of these options)

_____ Full non-refundable/non-transferable payment of ~~\$40.00~~ **\$25.00**.

_____ Scholarship assistance is requested. Please contact the building principal at 843-7769 for details on how you may still obtain the required maintenance coverage.

**** Please make check payable to Holbrook School ****

Parent/Guardian

Signature _____

Date _____

By signing, you are acknowledging that you are participating in the Holbrook School **Computing Device** Laptop Maintenance **Agreement Program** and accept all aspects of the maintenance **program agreement**.

RSU #63

- a. NEPN/NSBA Code: IMC
- b. Title: Controversial Speakers/Programs
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 04/27/2015 RSU #63
- f. Previously Approved: ~~04/27/2015~~ ~~05/03/2004~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: ~~Curriculum Committee/Policy Committee~~
- i. Date Reviewed: ~~03/26/2015 (Curriculum) &~~
~~08/25/2021~~ ~~04/06/2015~~ **Policy Committee**
- j. References: **Policy IMB-R – Teaching Controversial and Sensitive Issues; MRSA sample policy; Policy IMDC – Religious Observances and Displays; Policy IMD – School Ceremonies and Observances**
- k. Narrative:

A goal of education is to prepare our students to participate in a democratic, pluralistic society, a society that holds many differing opinions and espouses differing causes. It is important students develop an understanding of ideas and people who may seem alien to them. It is also important students develop judgment, a capacity to discern the difference between fact and opinion, and to weigh arguments, slogans, and appeals. Books, films, and other media are valuable for giving students exposure to many different ideas; but for effective learning, it is also useful to invite appropriate persons not on the educational staff to speak or meet with groups of students as part of the educational process.

The **RSU #63** Boards of Directors (**the Board**) believe it is important for students to have access to information; to appreciate the knowledge, experience, and accomplishments of others; to be exposed to issues upon which there may be disagreement; to learn to discriminate between facts and opinion; and to analyze and discuss different points of view and draw their own conclusions.

- I. The ~~districts'~~ ~~Boards of Directors~~, in an effort to uphold the students' freedom to learn while recognizing obligations which the exercise of freedom entails, establishes the following guidelines:
 - A. The teacher/sponsor and the Building Principal will exercise judgment and investigate fully proposed resource persons.
 - B. When appropriate, teachers/sponsors should encourage the use of resource persons representing various approaches or points of view on a given topic in order to afford the students a more comprehensive understanding of the topic/issue. At the same time, teachers are expected to use professional judgment in determining the appropriateness of an issue to the curriculum and/or maturity of the students. When unsure, the teacher should consult with the building Principal.

- C. The ideas presented and the resource persons invited to present them will have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
- II. A teacher (or staff member) who wishes to invite a speaker in relation to presentation of a controversial or sensitive subject must obtain the approval of the building Principal before doing so. Requests for speakers must be submitted at least one week in advance. A teacher/staff member whose request has been denied may appeal to the Superintendent, whose decision shall **will** be final. Teachers are encouraged to notify parents in advance if a speaker's presentation may be controversial. Community forums may be encouraged.
 - III. Principals may invite or approve speakers for school assemblies when the experience is consistent with the objective of this policy. Special assemblies should be scheduled in a way that minimizes interruption of the instructional program. Whenever practicable, teachers/staff should be given advance notice of such assemblies at least 5 school days in advance.
 - IV. Prior to the appearance or participation of any resource person(s), the resource person(s) will be given in writing and will agree to abide by the following Board regulations:
 - A. A copy of the district's Core Values, which is attached and considered a component of this policy.
 - B. The teacher/staff person who invited the speaker remains responsible for the supervision of students and must be present at all times when the speaker is in the classroom or auditorium if present for a special assembly.
 - C. The teacher/sponsor responsible for inviting the resource person, or any member of the school administration, has the right and duty to interrupt or suspend any proceeding if the conduct of the resource person is judged to be in poor taste or endangering to the health and safety of students and staff.

AOS #81 RSU #63 CORE VALUES

<p style="text-align: center;">HONESTY</p> <p>AN HONEST EDUCATOR:</p> <ul style="list-style-type: none"> ◆ Tells the truth, "both positive and negative" when constructive ◆ Addresses concerns directly ◆ Admits mistakes <p>AN HONEST STUDENT:</p> <ul style="list-style-type: none"> ◆ Tells the truth, "both positive and negative" when constructive ◆ Addresses concerns directly ◆ Admits mistakes <p>AN HONEST PARENT:</p> <ul style="list-style-type: none"> ◆ Tells the truth, "both positive and negative" when constructive ◆ Addresses concerns directly ◆ Admits mistakes 	<p style="text-align: center;">KINDNESS</p> <p>A KIND EDUCATOR:</p> <ul style="list-style-type: none"> ◆ Treats all students fairly as individuals ◆ Is supportive ◆ Is patient <p>A KIND STUDENT:</p> <ul style="list-style-type: none"> ◆ Accepts others ◆ Helps and seeks to understand others ◆ Is caring and supportive <p>A KIND PARENT:</p> <ul style="list-style-type: none"> ◆ Accepts limitations ◆ Is supportive ◆ Is patient and helpful
<p style="text-align: center;">RESPECT</p> <p>A RESPECTFUL EDUCATOR:</p> <ul style="list-style-type: none"> ◆ Is a good listener to others ◆ Is a positive role model ◆ Treats personal and public property and environment with care ◆ Follows the Golden Rule <p>A RESPECTFUL STUDENT:</p> <ul style="list-style-type: none"> ◆ Is a good listener to others ◆ Is a positive role model ◆ Treats personal and public property and environment with care ◆ Follows the Golden Rule <p>A RESPECTFUL PARENT:</p> <ul style="list-style-type: none"> ◆ Is a good listener to others ◆ Is a positive role model ◆ Treats personal and public property and environment with care ◆ Follows the Golden Rule 	<p style="text-align: center;">COMPASSION</p> <p>A COMPASSIONATE EDUCATOR:</p> <ul style="list-style-type: none"> ◆ Takes time to listen and talk ◆ Creates a nurturing, safe environment ◆ Demonstrates that they care ◆ Is empathetic and careful with others' feelings <p>A COMPASSIONATE STUDENT:</p> <ul style="list-style-type: none"> ◆ Takes time to listen and talk ◆ Takes opportunities to help others ◆ Is accepting of others' differences ◆ Is empathetic and careful with others' feelings <p>A COMPASSIONATE PARENT:</p> <ul style="list-style-type: none"> ◆ Takes time to listen and talk ◆ Creates a nurturing, safe environment ◆ Is willing to compromise and be open ◆ Is empathetic and careful with others feelings
<p style="text-align: center;">RESPONSIBILITY</p> <p>A RESPONSIBLE EDUCATOR:</p> <ul style="list-style-type: none"> ◆ Communicates clear expectations and sets reasonable goals ◆ Follows through with commitments ◆ Continues to be a lifelong learner <p>A RESPONSIBLE STUDENT:</p> <ul style="list-style-type: none"> ◆ Comes to school prepared ◆ Follows through with commitments ◆ Invests time in their own learning <p>A RESPONSIBLE PARENT:</p> <ul style="list-style-type: none"> ◆ Helps students learn how to be prepared ◆ Follows through with commitments ◆ Invests time in their children's education/lives 	<p style="text-align: center;">COURAGE</p> <p>A COURAGEOUS EDUCATOR:</p> <ul style="list-style-type: none"> ◆ Will act upon his/her own beliefs ◆ Encourages individual decision making ◆ Enforces consequences <p>A COURAGEOUS STUDENT:</p> <ul style="list-style-type: none"> ◆ Will act upon his/her own beliefs ◆ Will resist negative pressures ◆ Accepts consequences <p>A COURAGEOUS PARENT:</p> <ul style="list-style-type: none"> ◆ Will act upon his/her own beliefs ◆ Encourages individual decision making ◆ Enforces consequences

RSU #63

- a. NEPN/NSBA Code: IJKA
b. Title: Purchasing of Computer Hardware and Software Licenses
c. Author: Technology Committee
d. Replaces Policy:
e. Date Approved: 9/22/2014 RSU #63
f. Previously Approved: ~~09/22/2014~~ ~~08/22/2005~~
g. Policy Expiration: Review as Needed
h. Responsible for Review: Technology ~~Coordinator~~ Committee/Policy Committee
i. Date Reviewed: ~~08/12/2021~~ ~~09/08/2014~~ Technology Coordinator
~~08/25/2021~~ Policy Committee
j. References:
k. Narrative:

This policy is to ensure district personnel do not inadvertently purchase any software or hardware that will not work as intended and ~~or violate any student privacy rights~~. There should be no misconception concerning Technology ~~Department~~ Coordinator support regarding licensing requirements and the legality of such requirements.

I. Guidelines:

- A. ~~These Guidelines are for the good of the District(s), to protect our students, and to help the end user requesting the hardware/software. Therefore, they are in effect for all technology-related purchases, regardless of funding source. Free, trial, and/or open source software that is for use by students must not be installed without prior approval by the Technology Coordinator.~~
- B. The Technology ~~Coordinator~~ Department ~~shall~~ will have full and prior knowledge of any technology purchases within the RSU #63 district(s) (the District) including purchases made through grants and/or donations.
- C. The Technology Department ~~may (or may not)~~ will not support any purchase made without prior consultation, with the Technology Department. The end user, not the Technology Department, will be responsible for installing purchases not made with prior knowledge of the Technology Department.
- D. Grounds for Technology ~~Coordinator~~ Department support (if the item is purchased without prior approval) are as follows:
1. ~~The purchased item is district owned,~~
2. ~~The purchased item has a specific purpose,~~

- ~~3. The purchased item is compatible with existing district equipment,~~
 - ~~4. The purchased item (if applicable) has all of the licensing information readily available, and~~
 - ~~5. Support of the purchased item does not consume excessive amount of system and staff resources.~~
- E. ~~In the event that non-consulted purchases violate software licensing regulations, any or all liability for such infractions is shared evenly between those requesting the equipment/software and those using it illegally.~~
- F. ~~These Guidelines are for the good of the district(s) and the end user requesting the hardware/software. Therefore, they are in effect for all technology-related purchases, regardless of the budget cost center from which they come.~~
- G. ~~It is the intent of The Technology Coordinator Department to **must** review all purchases based on **student privacy laws**, software compatibility, and licensing requirements. to prevent future licensing concerns.~~
- H. ~~Copies of all license documentation must be delivered to the Technology Department for filing regardless of whether or not the purchase was approved by the Technology Department. Any software found in use within the district(s) for which the Technology Department has no licensing documentation will be considered unauthorized and will not be supported by the department.~~
- I. **The Technology Coordinator will provide RSU #63 teachers and administrators with a list of current approved software at least annually.**
- J. **A form will be developed and used for all software requests. Copies of documentation (approvals and denials) will be kept on file by the Technology Coordinator.**
- II. Technology Department Liability Limitation:
- A. ~~Any purchased technology hardware/software shall be charged against the cost center approved by the Business Manager, in conjunction with the Technology Coordinator.~~
- B. **If any hardware/software is purchased or installed independent of review/without approval of the Technology Coordinator Department shall it will be charged to the purchaser and must not be used with students.**
- C. ~~Any hardware/software purchased against recommendation from the Technology Department shall be the responsibility of the user of the equipment.~~
~~“Responsibility” means support of the unauthorized equipment should isolation~~

~~be required of the unauthorized equipment for the safety of other equipment.~~

- D. The Technology Department ~~shall~~ **will** not be accountable for function failure should a user, within a **the** District, purchase **or install** any hardware/software or technology equipment without the ~~consent or recommendation~~ **approval** of the Technology **Coordinator**. ~~Department.~~

III. User Notification:

This policy, **request form, and list of approved software** ~~shall~~ **will be shared with staff.** ~~appear in student and staff handbooks. By receiving such handbooks, parties are considered informed of this policy. Therefore, any owner of hardware/software/equipment shall~~ **will** ~~be subject to applicable repercussions regarding said equipment.~~

IV. Policy Review:

~~Any unduly large burden this policy creates on the Technology Department shall~~ **will** ~~be the basis for reconsideration and/or review.~~

Local, state, **and/or** federal requirements ~~shall~~ **will** supersede all aspects of this policy. Any conflicting legislation ~~shall~~ **will** be grounds for the Technology Committee to review and **recommend** changes to the policy as needed.

RSU #63

- a. **NEPN/NSBA Code:** **BEA**
- b. **Title:** **School Board Meetings, Procedures and By Laws**
- c. **Author:** **Superintendent**
- d. **Replaces Policy:**
- e. **Date Approved:** 09/24/2018 **RSU #63**
- f. **Previously Approved:** **09/24/2018 09/28/2015**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent/BOD Chairman/Policy Committee**
- i. **Date Reviewed:** 09/10/2018 **Policy Committee**
08/16/2021 Superintendent
Board Chair
- j. **References:** **20-A MRSA § 1256(5); § 1252(2),**
1 MRSA § 403-B, 406; 406 20 MRSA
§1001(20)
MSBA Handbook
- Cross Reference:** **BEC – Executive Session**
BE – Board Meetings
BEDA – Notification of Board Meetings
BEDB – Agenda
BEDD – Rules of Order
BEDH – Public Participation at Board Meetings
BIC – Board Member Compensation
KE – Public Concerns and Complaints

k. Narrative:

The RSU #63 Board of Directors (the Board) allows members of the Board to participate in a public meeting of the Board in person or by remote methods in limited circumstances as provided in 1 MRSA § 403-B.

I. Meetings:

- A. The ~~RSU #63 Board of Directors (the Board)~~ will hold regular meetings on the fourth Monday of each month, except July, at each of the three schools on a rotating schedule. A December meeting will be scheduled but held only if needed. If the fourth Monday is a legal holiday or within a holiday/vacation week, the Board will set the date for the meeting. Usually, the date will be the previous Monday at the same time and place as the originally scheduled meeting.
- B. Copies of the applicable Agenda will be sent electronically to members of the Board. Public notice will be provided at least forty-eight (48) hours before a **regular meeting** to the Board, on the District webpage, and via email to each town office.
- C. **Special meetings** may be called, as needed, by the Board Chair or by joint action of five members thereof. Email notices, unless waived, will be provided to each

member at least forty-eight (48) hours in advance of such meeting, stating time and place of the meeting.

- D. Emergency meetings** may be held upon verbal notification of all Board members, and any action taken at such meetings will be confirmed at the next regularly scheduled meeting. Notification should be given twenty-four (24) hours in advance, if possible.
- E. Regular meetings** will commence at 6:30pm and will conclude no later than 8:30pm, unless a majority of the Directors votes to waive the 8:30pm adjournment time. If an executive session is scheduled, the meeting may begin before 6:30pm, with the public session reconvening at 7:00pm.

II. Chairperson and Quorum

- A.** The Chairperson (Chair) of the Board will preside at all meetings of the Board. In the event of ~~his/her~~ **their** inability to preside, the Vice-Chairperson (Vice-Chair) will perform the duties of the Chair. In the absence of the Chair and the Vice-Chair, the remaining members will elect another person to act in that capacity for that meeting only. In the event that both are unable to attend future meetings, a Chair and/or Vice-Chair will be elected to this/these position(s) for the remainder of the year.
- B.** The Chair will have a vote, as do all members of the Board, but should not make any motions, or second motions when acting as Chair of the meeting. The Chair, or acting Chair, should solicit from the Directors present a motion and second prior to discussing the subject. The names of the members moving and seconding the motion will be recorded in the minutes of the meeting.
- C.** Five (5) members of the Board will constitute a **quorum** for the transaction of business at all regular and special Board meetings.

III. Remote Participation

For the purpose of this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions.

Members of the Board are expected to be physically present for board meetings except when being physically present is not practicable.

Circumstances in which physical presence for public meetings is not practicable include:

- 1.** The existence of an emergency or other issue that requires the Board itself to meet by remote methods.
 - a.** An emergency may be a State-declared emergency, where there has been a declaration of a state of emergency by the Governor that applies to the RSU #63, or a local emergency (e.g., adverse weather conditions) or urgent issue requiring Board action.

- b. The Board Chair, in consultation with the Superintendent, will determine whether there is a local emergency or urgent issue that requires a remote meeting of the Board.
2. Illness, or other physical condition, or temporary absence from the area governed by the board that causes a Board member to face significant difficulties traveling to and attending in person at the designated physical location of the board meeting.
 - a. Prior notice of the Board member's absence and the reason for it, with indication that the Board member plans to participate remotely, should be communicated to the Board Chair as far in advance of the meeting as practicable.

~~The opportunity for the public comment at Board meetings (20-A MRSA § 1002(20) applies to remote public meetings. If the Board allows or is required to provide an opportunity for public participation/public input during the meeting, an effective means of communication between the members of the Board and the public must be provided (e.g., submitting comments or questions by chat, raising hand on Zoom, submitting written comments to the Superintendent's office at least 24 hours in advance). Individuals with disabilities seeking a reasonable accommodation should contact the Board Chair or Superintendent as far in advance of the Board meeting as practicable.~~

Members of the public will be afforded a meaningful opportunity to attend and participate in board meetings by remote methods when at least one member of the board participates remotely. Members of the public will be restricted to remote participation only when there is an emergency or urgent issue that requires the board to meet remotely. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

Members of the public participating in public meetings of the Board are expected to comply with the guidelines for public participation provided in the Board's policy BEDH – Public Participation at Meetings, or in such rules as the Board may develop specifically for remote meetings.

Notice of all Board meetings is required (1 MRSA § 406). When the public may attend by remote methods, notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The Board may not determine that public attendance at a meeting will be limited solely to remote methods except under the conditions in subparagraph 1 above (emergency or urgent issue meetings.)

The Board will make all documents and other materials to be considered by the Board available, electronically or otherwise, to members of the public who attend remotely to the same extent customarily available to members of the public who attend public meetings of the Board in person, as long as additional costs are not incurred by the Board.

IV. Voting Methods

In Person Voting:

Voting will be by a show of hands, unless voted by the majority of those present to vote by written ballot. The secretary will record each vote, either Yes or No or Abstention, in

the minutes of the meeting. If a Board Director votes “no” or abstains from voting, his/her name will be recorded and how he/she voted. If the voting is by secret ballot, the total Yea, Nay, or Abstentions will be recorded without the member’s names.

Remote Voting:

All votes taken during a public meeting of the board using remote methods must be taken by roll call vote that can be seen or heard if using video technology, and heard if using only audio technology, by the other members of the board and the public.

Remote participation is not permitted for meetings where voters of RSU #63 meet to vote as a legislative body, such as budget meetings.

A member of the Board who participates remotely in a public meeting of the Board is considered present for purposes of a quorum and voting. (Should this go under II. C.?)

V. Rules of Order

The Board will follow the **current version** of Robert’s Rules of Order, authored by General Henry M. Robert, III.

VI. Minutes of the Meeting

The Superintendent will be the ex-officio secretary of the Board and will be responsible for the meeting minutes. The Superintendent may employ appropriate clerical assistance at ~~his/her~~ **their** discretion.

VII. Rescheduled Meeting

In the event that a meeting is postponed due to inclement weather or other event, it will be rescheduled consistent with the terms and conditions shown above in Section I (A) and (B).

VIII. Adding an Agenda Item to an Existing Agenda

In the event that an agenda item needs to be added or deleted from the present agenda, a majority vote will be held. A motion must be made, seconded, discussed, and voted on.