


# MEMORANDUM

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**TO:** GREATER LOWELL TECHNICAL SCHOOL COMMITTEE  
**FROM:** JILL DAVIS, SUPERINTENDENT-DIRECTOR   
**RE:** SCHOOL COMMITTEE MEETING ON JUNE 18, 2026  
**DATE:** JUNE 11, 2026

Enclosed please find the Agenda for the June 18<sup>th</sup> School Committee Meeting as well as the Meeting Notice.

## **REPORT OF THE SUPERINTENDENT-DIRECTOR**

### **1. Early College Designation Award**

Greater Lowell Technical High School and UMass Lowell/UMass President's Office partnership was approved by the Department of Elementary & Secondary Education for initial designation as a Massachusetts Early College Program. A copy of the approval letter is included in the package.

### **2. Greater Lowell Community Foundation Grant Donation Approval**

I will be seeking approval to accept a donation totaling \$5,000 from the Greater Lowell Community Foundation grant on behalf of Mark & Elisia Saab. A copy of the donation letter is included in the package.

### **3. Donation Approval**

I will be seeking approval to accept a donation of a 2014 Ford Fusion Hybrid to the Automotive Department from Mr. Peter Gavel from Dracut, MA.

### **4. Co-Operative Education Report**

We currently have 92 junior students participating in cooperative education employment opportunities as of May 31, 2026. This represents 17% of the Class of 2027. A copy of the May Co-Operative Education report is included in the package.

### **5. School Resource Officer MOU**

I will be seeking approval of the 2026-2027 School Resource Officer MOU. A copy of the proposed MOU is included in the package for your review.

### **6. Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP)**

I will be seeking approval of the revised Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP). A copy of the revised policy is included in the package for your review.

7. **2026-2027 School Improvement Plan**

I will be seeking approval for the 2026-2027 School Improvement Plan. A copy of the proposed plan is included in the package for your review.

8. **2026-2029 Vocational-Technical Health & Safety Plan**

I will be seeking approval of the 2026-2029 Vocational-Technical Health & Safety Plan. A copy of the proposed Plan is included in the package for your review.

9. **2026-2028 Bullying Prevention & Intervention Plan**

I will be seeking approval of the 2026-2028 Bullying Prevention & Intervention Plan. A copy of the proposed plan is included in the package for your review.

10. **2026-2028 Substance Use Prevention & Education Plan**

I will be seeking approval of the 2026-2028 Substance Use Prevention & Education Plan. A copy of the proposed plan is included in the package for your review.

11. **Out of State Travel Approvals**

I will be seeking approval for two (2) separate out of state travels. The first is for four (4) staff members to attend the 'Step Up, Step Back' training on August 13, 2026 in Manchester, NH. The second is for Electronics instructor Geraldo Salinas to attend the EPTAC IPC-A Instructor Certification training in Salem, NH from August 10-13, 2026.

**ENCLOSURES**

Meeting Notice

Agenda

Minutes for Approval: May 21, 2026

May 2026 Cooperation Education Report

Copy of Proposed School Resource Officer MOU

Copy of Proposed Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources

Copy of Proposed 2026-2027 School Improvement Plan

Copy of Proposed 2026-2029 Vocational-Technical Health & Safety Plan

Copy of Proposed 2026-2028 Bullying Prevention & Intervention Plan

Copy of Proposed 2026-2028 Substance Use Prevention & Education Plan

Budget Transfer Request

Year-to-Date Budget Report

Please give me a call if you have any questions regarding this report or any of the enclosures which accompany it.

**Jill A. Davis**  
Superintendent-Director

**Michael R. H. Barton**  
Assistant Superintendent/Principal

**William J. Collins**  
Superintendent-Emeritus



**SCHOOL COMMITTEE**  
Curtis J. LeMay, Chair  
Raymond Kelly Richardson, Vice-Chair  
Matthew J. Sheehan, Secretary  
Fred W. Bahou, Jr.  
Lee Gitschier  
Ralph Hogan  
Paul E. Morin  
Steven A. Nocco

## **AGENDA**

### **SCHOOL COMMITTEE MEETING**

**June 18, 2026 – 6:30 p.m.**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC APPEARANCE**
- IV. SCHOOL COMMITTEE COMMUNICATIONS**
- V. REPORT OF STUDENT REPRESENTATIVE**
- VI. APPROVAL OF MINUTES**
  - 1. May 21, 2026 (vote)**
- VII. REPORT OF TREASURER**

**Approval of Warrants (vote)**
- VIII. REPORT OF GENERAL COUNSEL**
- IX. REPORT OF SUPERINTENDENT-DIRECTOR**
  - 1. Early College Designation**
  - 2. Greater Lowell Community Foundation Donation (vote)**
  - 3. Donation Approval (vote)**
  - 4. May 2026 Cooperative Education Report**
  - 5. School Resource Officer MOU (vote)**
  - 6. Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP) (vote)**
  - 7. Approval of the 2026-2027 School Improvement Plan (vote)**
  - 8. Approval of the 2026-2029 Vocational-Technical Health & Safety Plan (vote)**
  - 9. Approval of the 2026-2028 Bullying Prevention & Intervention Plan (vote)**
  - 10. Approval of the 2026-2028 Substance Use Prevention & Education Plan (vote)**
  - 11. Out of State Travel (vote)**

250 Pawtucket Boulevard  
Tyngsboro, Massachusetts 01879-2199  
TEL: (978) 454- 5411 FAX: (978) 441-5344  
gltech.org

**X. REPORT OF BUSINESS MANAGER**

- 1. Budget Transfer (vote)**

**XI. OLD BUSINESS**

**Any items not on the agenda brought up under this section will be for discussion purposes only. Action will be deferred to a future meeting.**

**Outstanding Items from Previous Meetings**

- 1. Superintendent's Wall. (O'Hare)**
- 2. Building Security (Sheehan)**

**XII. NEW BUSINESS**

**Any items not on the agenda brought up under this section will be for discussion purposes only. Action will be deferred to a future meeting.**

**XIII. COMMITTEEPERSON MOTIONS**

**XIV. REPORT OF SUB-COMMITTEES**

**XV. EXECUTIVE SESSION**

- 1. Executive Session pursuant to M.G.L. c. 30A, Section 21(a)(2) – to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel –**
  - Assistant Superintendent/Principal**
  - Superintendent-Director**

**XVI. ADJOURN**



MASSACHUSETTS  
Department of  
Higher Education

May 22, 2026

Superintendent Jill Davis  
Greater Lowell Technical High School  
250 Pawtucket Blvd.  
Tyngsborough, MA 01879

President Marty Meehan  
University of Massachusetts  
1 Beacon Street Fl. 31  
Boston, MA 02108

Dear Superintendent Davis and President Meehan:

We are pleased to inform you that the Greater Lowell Technical High School and UMass Lowell/UMass President's Office partnership has been approved for Initial Designation as a Massachusetts Early College Program starting in Fall 2026.

Together with the Early College Joint Committee, we thank you for your engagement with this process and your demonstrated commitment to your students' postsecondary enrollment, persistence, and completion. We are confident that your program design will offer students a transformative experience to thrive academically and beyond. We congratulate you on this achievement, particularly given the rigor of the established criteria and the extensive requirements of the application.

Programs approved for Initial Designation will be eligible to receive a DESE funding grant in FY2027. Please note that we are also currently reviewing a funding model for appropriate credit reimbursement to the IHE partners based on program modality.

Early College is a significant priority for each of us and for the Commonwealth, and we look forward to partnering with you as you launch the first year of your designation. Your program will receive additional onboarding information in the coming weeks, along with an invitation to an orientation session.

Again, thank you and congratulations.

Respectfully,

A handwritten signature in black ink, appearing to read "Noe Ortega".

Noe Ortega, Ph.D.  
Commissioner of Higher Education

A handwritten signature in black ink, appearing to read "Pedro Martinez".

Pedro Martinez  
Commissioner of Elementary and Secondary Education



May 21, 2026

Ms. Jill Davis  
Superintendent/Principal  
Greater Lowell Technical High School  
250 Pawtucket Blvd  
Tyngsboro, MA 01879-2214

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Glenn Mello  
Diana Nguyen  
Sheila Och  
Heather Rielly  
JuanCarlos Rivera  
Brian J. Stafford, CPA, MST  
Jay Stephens

Dear Ms. Davis:

Enclosed is a check in the amount of \$5,000.00. This Greater Lowell Community Foundation grant is made possible through the generosity and recommendation of the **Mark and Elisia Saab Family Fund**, a donor-advised fund.

Designation: for Summer Program

By accepting this grant, your organization agrees (a) to use the grant exclusively in furtherance of our organization's tax-exempt mission, (b) that the grant will not confer a prohibited benefit to the recommending donor, his or her family members, or certain entities that they own or control. If you organization is uncertain whether you can certify the accuracy of any of these statements, please contact Janinne Nocco, [janinne@glcfoundation.org](mailto:janinne@glcfoundation.org) or at 978-970-1600.

You may choose to thank the donor, but please do not issue a tax receipt to either Greater Lowell Community Foundation or the recommending donor(s) for this grant. The donor received a tax receipt at the time they contributed to Greater Lowell Community Foundation. You can send your acknowledgement to the recommending donor(s) named below:

Mrs. Elisia Saab  
396 Andover St  
Lowell, MA 01852-1403

We are pleased to support your organization and its mission on behalf of our donors.

Sincerely,

James F. Linnehan, Jr.  
President/CEO

**President & CEO**  
James F. Linnehan Jr., Esq.



Confirmed in Compliance  
With National Standards for  
U.S. Community Foundations

## Greater Lowell Technical High School

### Junior Placement Report

May 2026

Shop	Change from prior month	Total Juniors by Shop	Students on co-op May 2026	Students on co-op May 2025	% of Juniors May 2026	% of Juniors May 2025
Advanced Manufacturing	0	11	2	1	18%	50%
Automotive Collision and Repair	0	20	2	0	10%	0%
Automotive Technology	2	26	4	3	15%	12%
CADD	0	23	0	0	0%	0%
Carpentry	0	26	7	9	27%	31%
Cosmetology	0	31	0	0	0%	0%
Culinary Arts	3	16	4	3	25%	30%
Design and Visual Communications	0	10	0	0	0%	0%
Early Childhood Education	3	21	8	9	38%	60%
Electrical	0	33	9	10	27%	33%
Electronics	1	23	1	7	4%	30%
Engineering Technology	2	24	4	1	17%	6%
Graphic Communications	0	17	1	1	6%	5%
Health Assisting	+1/-1	70	10	22	14%	32%
Hospitality Management	3	15	6	0	40%	0%
HVAC-R	1	27	6	9	22%	33%
Information Technology Systems	0	17	0	2	0%	8%
Marketing Education	1	28	9	6	32%	21%
Masonry	0	20	2	0	10%	0%
Medical Assisting	2	35	4	6	11%	14%
Metal Fabrication & Joining	-1	23	3	3	13%	17%
Painting & Design	-1	12	2	0	17%	0%
Plumbing	+2/-1	27	8	6	30%	21%
<b>Total</b>	<b>17</b>	<b>555</b>	<b>92</b>	<b>98</b>	<b>16.6%</b>	<b>18.0%</b>

**2025-2026 2026-2027 School Resource Officer Memorandum of Understanding**  
Between  
Greater Lowell Technical High School  
and  
Tyngsborough Police Department

This agreement (the “Agreement”) is made by and between Greater Lowell Technical High School (the “District”) and Tyngsborough Police Department (the “Police Department”) (collectively, the “Parties”). The Chief of Police of the Police Department or the board or officer having control of the police department in a city or town (the “Chief”) and the Superintendent-Director of the District [*or, in the case of charter schools: the head of the school*] (“the Superintendent-Director”) are each a signatory to this Agreement. The provisions of this Agreement are specifically required by [section 37P of chapter 71 of the General Laws, as amended by Section 79 of chapter 253 of the Acts of 2020](#).

### **Purpose**

The purpose of this Agreement is to formalize and clarify implementation of the partnership between the school and the School Resource Officer (“SRO”)/the District and a Police Department regarding the placement of two (2) police officers at Greater Lowell Technical High School (the “School”) in order to promote school safety; help maintain a positive school climate for all students, families, and staff; enhance cultural understanding between students and law enforcement; promote school participation and completion by students; facilitate appropriate information-sharing (as outlined in Section VI below); and inform the Parties’ collaborative relationship to best serve the school community.

This memorandum does not, and may not be relied upon to, create any rights, substantive or procedural, enforceable by any person in any civil or criminal matter. Modifications of this Agreement are permissible when necessary to indicate local practice, so long as they are consistent with state and federal law.

### **I. Mission Statement, Goals, and Objectives**

The mission is to facilitate relationship-building by the SRO such that students, faculty, staff, and community members see the SRO as contributing to a positive school climate. This will be realized by supporting and fostering the safe and healthy development of all students in the District [*or at the School*] through strategic and appropriate use of law enforcement resources and with the mutual understanding that school participation and completion are indispensable to achieving positive outcomes for youth and public safety.

The Parties are guided by the following goals and objectives (the “Goals and Objectives”):

- To foster a safe and supportive school environment that allows all students to learn and flourish regardless of race, religion, national origin, immigration status, gender, disability, sexual orientation, gender identity, gender expression, or socioeconomic status;
- To promote a strong partnership and communication between school and police personnel and clearly delineate their roles and responsibilities;
- To establish a framework for principled conversation and decision-making by school and police personnel regarding student conduct and students in need of services;
- To ensure that school personnel and SROs have clearly defined roles in responding to student conduct and that school administrators are responsible for code of conduct and routine disciplinary violations;
- To minimize the number of students unnecessarily out of the classroom, arrested at school, or court-involved;
- To provide requirements and guidance for training, including SRO training required by law and consistent with best practices and training for school personnel as to when it is appropriate to request SRO intervention;

- To outline processes for initiatives that involve the SRO and school personnel, such as violence prevention and intervention and emergency management planning, that can be provided upon request; and
- To offer presentations and programming to the school focusing on criminal and juvenile justice issues; community and relationship building; and prevention, health, and safety topics.

Nothing in this Agreement shall limit an officer's ability to exercise lawful authority consistent with all laws of the Commonwealth.

## **II. Roles and Responsibilities of the SRO and School Administrators and Staff in Student Conduct**

A "school resource officer" is a duly sworn municipal police officer, or a special officer appointed by the chief of police, with all necessary training and up-to-date certificates, including special school resource officer certification as required by subsection (b) of section 3 of chapter 6E of the General Laws and is charged with: (i) providing law enforcement; (ii) promoting school safety and security services to elementary and secondary public schools; and (iii) maintaining a positive school climate for all students, families and staff.

The Parties agree that school officials and the SRO play important and distinct roles in responding to student conduct to ensure school safety and promote a positive and supportive learning environment for all students.

Under state law, the SRO shall not (i) serve as school disciplinarian, enforcer of school regulations, or in place of licensed school psychologists, psychiatrists, or counselors; or (ii) use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

The assistant superintendent/principal or assistant superintendent/principal's designee shall be responsible for student code of conduct violations and routine disciplinary violations. The SRO shall be responsible for investigating and responding to potential criminal or delinquent offenses as well as student conduct that requires immediate intervention to maintain safety, as described below. The Parties acknowledge that many acts of student conduct that may contain all the necessary elements of a criminal offense are best handled through the school's disciplinary process. The SRO shall read the student code of conduct for both the District and the school and seek clarification on any questions the SRO has.

The assistant superintendent/principal or assistant superintendent/principal's designee and the SRO shall use their reasoned professional judgment and discretion to determine whether SRO involvement is appropriate for addressing student conduct. In such instances the guiding principle is whether conduct rises to the level of criminal and delinquent conduct that (1) poses substantial harm to the physical well-being of another person or (2) is willful and malicious and causes substantial harm to the property of the school or (3) constitutes the taking of property of substantial value belonging to another with intent to permanently deprive the property owner of the property. The Parties acknowledge that it may be appropriate for school administrators rather than the SRO deal with low-level offenses including but not limited to misdemeanor allegations of threats, assault and battery, larceny, receiving stolen property, and willful, malicious, or wanton destruction or injury to personal property. School staff shall not ask an SRO to serve as a school disciplinarian or enforcer of school regulations.

The Parties acknowledge that incidents involving artificial intelligence (AI), digitally altered images or videos ("deepfakes"), sexting, cyberbullying, harassment, exploitation, or other technology-facilitated misconduct may require both administrative review by school officials and, in certain circumstances, law enforcement assessment. School administrators shall remain responsible for investigating and addressing such conduct under applicable school policies, bullying prevention requirements, student discipline procedures, and Title IX obligations. The SRO may provide guidance regarding applicable criminal laws, assist in assessing whether reported conduct constitutes a criminal offense, and conduct or assist with criminal investigations when appropriate. Nothing in this Agreement shall be construed to require SRO involvement in matters that are solely disciplinary in nature.

In instances of student conduct that do not require a law enforcement response, including any incident involving misconduct by a student under 12 years of age, the assistant superintendent/principal or assistant superintendent/principal's designee shall determine the appropriate disciplinary response, allowing the student to remain in school unless doing so would pose a serious safety or security risk. The assistant superintendent/principal or assistant superintendent/principal's designee should prioritize school or community-based accountability programs and services, including but not limited to, peer mediation, restorative justice, and mental health resources, whenever possible.

For student conduct that requires immediate intervention to maintain safety (whether or not the conduct involves criminal conduct), the SRO may act to de-escalate the immediate situation (where feasible) and to protect the physical safety of members of the school community. To this end, school personnel may request the presence of the SRO when they have a reasonable and articulable fear of an imminent threat to their safety or the safety of students or other personnel.

The SRO shall inform the assistant superintendent/principal or assistant superintendent/principal's designee, where practicable, to facilitate supportive intervention by school staff on behalf of the student in an emergency situation where a student may be in immediate need of emergency medical or psychological assistance. Such intervention is appropriate when a school nurse, psychologist, or social worker is not available, and the SRO believes that failure to intervene would create a substantial likelihood of serious harm to the student, other students, school personnel or result in destruction to school property by reason of mental illness or psychological trauma.

When the SRO or other Police Department employees have opened a criminal investigation, school personnel shall not interfere with such investigation or act as agents of law enforcement. To protect their roles as educators, school personnel shall assist in a criminal investigation only as witnesses or to otherwise share information consistent with Section VI, except in cases of emergency. Nothing in this paragraph shall preclude the principal or principal's designee from undertaking parallel disciplinary or administrative measures that do not interfere with a criminal investigation.

The SRO shall consult with the assistant superintendent/principal or assistant superintendent/principal's designee prior to an arrest whenever practicable, and the student's parent or guardian shall be notified as soon as practicable after an arrest. A summons is the preferred method for bringing all juveniles to court unless there is reason to believe the juvenile will not appear upon a summons. In the event of an investigation by the SRO that leads to custodial questioning of a juvenile student, the SRO shall notify the student's parent/guardian or interested adult in advance and offer them the opportunity to be present during the interview.

At least annually, it shall be the responsibility of the District to provide training and information to educators and other school staff on the distinct roles of school administration and SROs in addressing student conduct, consistent with this Section and this Agreement, as well as the Standard Operating Procedures accompanying this Agreement and described in Section X.

### **III. The Process for Selecting the SRO**

The Parties acknowledge that the selection of the SRO is important to achieving the purpose, goals, and objectives of this MOU, and that it is important for the Parties and the school community to have a positive perception of and relationship with the SRO.

In accordance with state law, the Chief of Police shall assign officer(s) whom the Chief believes would foster an optimal learning environment and educational community and shall give preference to officer(s) who demonstrate the requisite personality and character to work in a school environment with children and educators and who have received specialized training including, but not limited to: continuing professional development in child and adolescent development, conflict resolution and diversion strategies, de-escalation tactics, trauma informed practices, diversity, equity, and inclusion, behavioral health and any other training required by the

Municipal Police Training Committee established in [Section 116 of Chapter 6](#). The Chief of Police, or any employee of the state police assigning an officer, shall work collaboratively with the Superintendent in identifying officer(s) who meet these criteria and in selecting the officer(s) who is ultimately assigned as the SRO.

Should the Superintendent request assignment of an SRO and the Chief, in consultation with the Superintendent-Director, determines there are not sufficient resources to assign an SRO to serve the city, town, regional school district, or county agricultural school, the Chief shall consult with the Department of State Police regarding the option of an officer being assigned, subject to appropriation, and pursuant to all requirements under the MOU and governing state law (e.g., regarding SRO training).

The Chief shall consider the following additional factors in the selection of the SRO:

- Proven experience working effectively with youth;
- Demonstrated ability to work successfully with a population that has a similar racial and ethnic makeup and language background as those prevalent in the student body, as well as with persons with physical and mental disabilities, including persons with special educational needs, persons on the autism spectrum, and persons with behavioral health challenges;
- Demonstrated commitment to making students and school community members of all backgrounds feel welcomed and respected;
- Demonstrated commitment to de-escalation, diversion, and/or restorative justice, and an understanding of crime prevention, problem-solving, and community policing in a school setting;
- Knowledge of school-based legal issues (e.g., confidentiality, consent), and demonstrated commitment to protecting students' legal and civil rights;
- Knowledge of school safety planning and technology;
- Demonstrated commitment and ability to engage in outreach to the community;
- Knowledge of school and community resources;
- A record of good judgment and applied discretion, including an absence of validated complaints and lawsuits, documented in annual reviews conducted pursuant to Section VII.

In endeavoring to assign an SRO who is compatible with the school community, the Chief shall receive and consider input gathered by the Assistant Superintendent from the assistant principal(s) and representative groups of teachers, parents, and students, in addition to the Superintendent-Director. In accordance with state law, the Chief shall not assign an SRO based solely on seniority.

The Chief shall consider actual or apparent conflicts of interest, including whether an officer is related to a current student at the school to which the officer may be assigned as an SRO. As part of the application process, officers who are candidates for an SRO position shall be required to notify the Chief about any relationships with current students or staff members or students or staff members who are expected to join the school community (e.g., children who are expected to attend the school in the coming years). Any SRO who has a familial or other relationship with a student or staff member that might constitute an actual or apparent conflict of interest shall be required to notify the SRO's appointing authority at the earliest opportunity. The appointing authority shall determine the appropriate course of action, including whether to assign another officer to respond to a particular situation, and will advise the SRO and the District accordingly. Nothing in this paragraph is intended to limit the ability of the SRO to respond to emergency situations in District schools.

#### **IV. Annual Review of the SRO**

In accordance with state law, the Chief and the Superintendent-Director shall annually review the performance of the SRO, including the success and effectiveness in meeting the goals and objectives of this MOU. The review shall be conducted at the end of each school year in a meeting among the SRO, the Chief, and the Superintendent-Director. A copy of the review shall be supplied to each attendee.

The review shall consider SRO efforts to prevent unnecessary student arrests, citations, court referrals, and other use of police authority. The review shall also assess the extent of the SRO's positive interactions with students, families, and staff and the SRO's participation in collaborative approaches to problem-solving, prevention, and de-escalation. The Superintendent-Director, in consultation with the Assistant Superintendent/Principal and the Senior Assistant Principal, will provide input regarding the review. This input should take into consideration and include feedback from teachers, students, and the school community. The Chief shall seriously consider any such feedback and shall make a good faith effort to address any concerns raised; however, the final selection and assignment of the SRO shall be within the sole discretion of the Chief. If the Superintendent-Director recommends that the SRO not be assigned to a specific school, the Chief shall provide an explanation of any decision to maintain the SRO's assignment.

#### **V. Mechanisms to Incorporate the SRO into the School Environment, including School Safety Meetings**

The Parties acknowledge that proper integration of the SRO can help build trust, relationships, and strong communication among the SRO, students, and school personnel.

The District shall be responsible for ensuring that the SRO is formally introduced to the school community, including students, parents, and staff. The introduction shall include information about the SRO's background and experience, the SRO's role and responsibilities, what situations are appropriate for SRO involvement, and how the SRO and the school community can work together, including how and when the SRO is available for meetings and how and when the school community can submit questions, comments, and constructive feedback about the SRO's work. The introduction for parents shall include written information on procedures for communicating with the SRO in languages other than English. The SRO shall also initiate communications with students and teachers to learn their perceptions regarding the climate of their school.

The SRO shall regularly be invited to and attend staff meetings, assemblies, and other school convenings. The SRO shall also be invited to participate in educational and instructional activities, such as instruction on topics relevant to criminal justice and public safety issues. **The SRO may, upon request, assist school officials by providing educational information, presentations, or guidance regarding cyber safety, artificial intelligence (AI), deepfake images, sexting, cyberbullying, online exploitation, and related criminal laws and reporting requirements.** If the District has access to a student rights training through a community partner or the District Attorney's Office, the school shall consider offering such a training to students, where practicable, at the start of each school year. The SRO shall make reasonable efforts to attend such training. The SRO shall not be utilized for support staffing, such as hall monitor, substitute teacher, or cafeteria duty.

The Parties acknowledge that the SRO may benefit from knowledge of accommodations or approaches that are required for students with mental health, behavioral, or emotional concerns who have an individualized education program ("IEP") under the Individuals with Disabilities Education Act or a plan under Section 504 of the Rehabilitation Act ("504 Plan"). School personnel shall notify parents or guardians of such students of the opportunity to offer the SRO access to the portions of the IEP document or 504 Plan that address these accommodations or approaches. It is within the sole discretion of the parents or guardians to decide whether to permit the SRO to review such documents. The consent of the parent or guardian must be informed and in writing. The consent must specifically designate the exact IEP or 504 Plan documents to be shared, describe the purpose for sharing the record, and specifically authorize access to the SRO. Whenever possible, the school shall make available a staff member who can assist the SRO in understanding such documents and, as appropriate, take other actions to help the student, the student's family, and the SRO to develop a positive relationship.

The SRO shall participate in any District and school-based emergency management planning. The SRO shall also participate in the work of any school threat assessment team to the extent any information sharing is consistent with obligations imposed by the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g) (see further information in Section VI).

## VI. Information Sharing Between SROs, School Staff, and Other Partners

The Parties acknowledge the benefit of appropriate information sharing for improving the health and safety of students and also the importance of limits on the sharing of certain types of student information by school personnel. The Parties also acknowledge there are distinctions between personally identifiable information about students contained in education records and information about students not contained in such records as well as student information shared for law enforcement purposes and student information shared to support students and connect them with necessary mental health, community-based, and related services.

### A. Points of Contact for Sharing Student Information

In order to facilitate prompt and clear communications, the Parties acknowledge that the assistant superintendent/principal (or assistant superintendent/principal's designee) and the SRO are the primary points of contact for sharing all types of student information in accordance with this Agreement. The Parties also acknowledge that, in some instances, other school officials or Police Department employees may serve as key points of contact for sharing information. Such school officials and Police Department employees are identified below:

Superintendent-Director
Assistant Principals / Dean of Students
Juvenile Services Sergeant
Special Services Division Commander
Chief of Police

### B. Compliance with FERPA and the Massachusetts Student Record Regulations

At all times, school officials must comply with the Family Educational Rights and Privacy Act ([20 U.S.C. § 1232g](#); [34 CFR Part 99](#)) (FERPA), and the Massachusetts Student Records Regulations, [603 CMR 23.00](#). These rules permit disclosures of personally identifiable information about students ("Student PII") contained in educational records, without consent, under specific circumstances.

When the District "has outsourced institutional services or functions" to the SRO consistent with 34 C.F.R. § 99.31(a)(1)(i)(B) of FERPA and 603 CMR 23.07(3) of the Massachusetts Student Records Regulations, the SRO can qualify as a "school official" who can access, without consent, Student PII contained in education records about which the SRO has a "legitimate educational interest." To demonstrate compliance with 34 C.F.R. § 99.31(a)(1)(i)(B), the Parties affirm and agree to the following:

1. School safety is an institutional service for which the District would otherwise use its employees.
2. The District will only disclose to SROs Student PII in education records for the purposes consistent with Sections I and II of this agreement.
3. The SRO is subject to use and re-disclosure requirements in FERPA and the Massachusetts Student Records Regulations, 34 C.F.R. §99.33(a), 603 CMR 23.07(4). The SRO will use Student PII contained in education records only for the purposes described in paragraph 2 (directly above) of this section and will not re-disclose Student PII contained in education records to outside parties, who are not "school officials," without consent or unless the disclosure satisfies an exception to FERPA or the Massachusetts Student Records Regulations.
4. The District will update its annual notification, required under 34 C.F.R. § 99.37(a) and 603 CMR 23.10, to include SROs as "school officials" and to describe purposes from paragraph 2 (directly above) of this section among "legitimate educational interests" for accessing education records. If the District does not update the annual notification accordingly, the SRO's access will be limited to education records not containing Student PII, non-education records containing Student PII, and education records containing Student PII disclosed for health and safety emergencies, as

described in 34 C.F.R. §§99.31(10), 99.36.

Consistent with 34 C.F.R. §§ 99.31(10) and 99.36 of FERPA, the SRO (or other Police Department employee identified in Section V.A.) may gain access, without consent, to Student PII contained in education records “in connection with an emergency if knowledge of the [Student PII] is necessary to protect the health or safety of the student or other individuals.”

FERPA and the Massachusetts Student Records Regulations apply only to Student PII contained in education records. These rules do not apply to Student PII contained in records of a Law Enforcement Unit or to communications or conversations about what school staff have observed or derived from sources other than education records.

In addition to FERPA and the Massachusetts Student Records Regulations, the Parties agree to comply with all other state and federal laws and regulations regarding confidentiality, including, as applicable, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other rules that protect data privacy. The Parties agree to collect only that student information necessary and relevant to fulfilling their respective roles, to share such information with each other only where required or allowed under this Agreement, and not to disclose such information beyond what is contemplated in this Agreement unless required by state or federal law. The Parties shall not collect or disclose information on a student’s immigration status except as required by law.

#### **C. Disclosure to a Law Enforcement Officer or Agency**

As required by [section 37L of chapter 71 of the General Laws](#), school department personnel and SROs shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, through an official report or unofficial channels, including, but not limited to, text, phone, email, database and in-person communication, or submit to the department of state police’s Commonwealth Fusion Center, the Boston Regional Intelligence Center or any other database or system designed to track gang affiliation or involvement, any information relating to a student or a student’s family member from its databases and other recordkeeping systems including: (i) immigration status; (ii) citizenship; (iii) neighborhood of residence; (iv) religion; (v) national origin; (vi) ethnicity; or (vii) suspected, alleged, or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report. Nothing in this paragraph shall prohibit the sharing of information: (i) for the purposes of completing a report pursuant to section 51A of chapter 119; (ii) upon the specific, informed written consent of the eligible student, parent or guardian; (iii) to comply with a court order or lawfully issued subpoena; (iv) in connection with a health or safety emergency pursuant to the provisions of 603 C.M.R. 23.07(4)(e); or (v) for the purposes of filing a weapon report with the local chief of police pursuant to this section.

#### **D. Information Sharing by School Personnel**

##### **1. For Law Enforcement Purposes**

Where the assistant superintendent/principal or assistant superintendent/principal’s designee learns of conduct by a student for which a law enforcement response may be appropriate (as described in Section II), the principal should inform the SRO. If a teacher has information related to such conduct, the teacher should communicate such information to the principal or the principal’s designee. The Parties agree that the sharing of such information does not necessarily require a law enforcement response on the part of the SRO but shall instead prompt a careful consideration of whether the conduct is best addressed by law enforcement action, by a school disciplinary response, or by other alternative school-based methods that may include but are not limited to: restorative practices, positive behavior interventions and supports, mediation, conflict

resolution and other evidence-based strategies.

Notwithstanding the foregoing, if student information is obtained solely during a communication with school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed with proper consent or if the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others).

Additionally, if such student information is gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders," such information shall only be disclosed pursuant to the requirements of [G.L. c. 71, § 97](#).

The Parties acknowledge that there may be circumstances in which parents or guardians consent to the disclosure of student information for law enforcement purposes (e.g., as part of a diversion program agreement) and that the sharing of information under such circumstances does not violate this Agreement.

The Parties also acknowledge that, from time to time, an emergency situation may arise that poses a real, substantial, and immediate threat to human safety or to property with the risk of substantial damage. School personnel having knowledge of any such emergency situation should immediately notify or cause to be notified both the Police Department (or the SRO if appropriate to facilitate a response) and the principal or principal's designee. This requirement is in addition to any procedures outlined in the school's student handbook, administrative manual, and/or School Committee policy manual.

Nothing in this section or this Agreement shall prevent the principal or principal's designee from reporting possible criminal conduct by a person who is not a student. Nothing in this section or this Agreement shall prevent school personnel from complying with reporting requirements in state law, including those found in [G.L. c. 71, § 37L](#), [G.L. c. 269, § 18](#), and [G.L. c. 71 § 37O](#).

## **2 For Non-Law Enforcement Purposes**

Based on their integration as part of the school community, SROs may periodically require access to student information for purposes that fall outside of the SRO's law enforcement role outlined in Section II.

Student information received by the SRO (or other Police Department employee identified in Section VI.A.) that is not related to criminal conduct risking or causing substantial harm shall not be used to take law enforcement action against a student but may be used to connect a student or family with services or other supports. Prior to such a disclosure, whenever possible, the principal or principal's designee shall notify the student's parent/guardian, the student, or both, when such information will be shared with the SRO.

### **E. Information Sharing by the SRO with the Principal or Principal's Designee**

Subject to applicable statutes and regulations governing confidentiality, the SRO shall inform the principal or principal's designee of any arrest of a student, the issuance of a criminal or delinquency complaint application against a student, the SRO's perception that a student may be in immediate need of emergency medical or psychological assistance, or a student's voluntary participation in any diversion or restorative justice program if:

- The activity involves criminal or delinquent conduct that poses a (present or future) threat of harm to the physical well-being of the student, other students or school personnel, or school property;

- The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., because the SRO may be aware of a situation outside of school suggesting the student may benefit from supportive services in school).

When the SRO observes or learns of student conduct in school for which a law enforcement response is appropriate (as described in Section II), the SRO shall convey to the principal or principal's designee as soon as reasonably possible the fact of that conduct and where practicable the nature of the intended law enforcement response.

#### **VII. Organizational Structure, including Supervision of SROs, Lines of Communication between the School District and Police Department, and Complaint Resolution**

The SRO shall be a member of the Tyngsborough Police Department and report directly to the Tyngsborough Chief of Police. To ensure clear and consistent lines of communication, the SRO shall meet at least monthly with the assistant superintendent/principal or assistant superintendent/principal's designee and any other school officials identified in Section VI.A. The SRO shall ensure that the assistant superintendent/principal remains aware of material interactions and information involving the SRO's work, including, but not limited to, arrests and searches of students' persons and property, consistent with Section VI.D.

Subject to annual budget appropriation, the salary of two (2) SROs shall be covered by the Greater Lowell Technical High School District. The benefits of the SROs shall be covered by the Tyngsborough Police Department. Subject to appropriation, the costs of the training required by this Agreement and any other training or professional development shall be paid by the Tyngsborough Police Department.

The District will provide a dedicated, secure office space that will allow for confidential conversation and equipment (desk, chair, technology needs) for use by the SRO(s).

Reports of complaints that may arise with respect to any of the School Resource Officers shall be made directly to the Assistant Superintendent/Principal. Reports may be made by phone; 978 441-4807 or by utilizing the SRO Complaint Resolution Form which can be found on the GLTHS website. A translator shall be available to assist with oral reports as needed. The SRO Complaint Resolution Form shall be made available in the most prevalent language(s) of origin of students and parents/guardians and in a confidential manner that protects the identity of the complainant from the SRO consistent with the SRO's due process rights and any applicable employment protections.

The School Resource Officers shall follow the same procedures above to register concerns including concerns about misconduct by staff that may arise. When the concern involves the Assistant Superintendent/Principal, it shall be made to the Superintendent-Director and when the concern involves the Superintendent-Director, it shall be made to the Chairman of the School Committee.

This Complaint Resolution System shall comply with Police Department policies and shall provide for timely communication of the resolution of the complaint to the complainant.

All students, parents, guardians, teachers, and administrators shall be informed of the complaint resolution system and procedures at the beginning of each school year. Upon execution, the complaint resolution system should be placed on file at the office of the Chief of Police, the Superintendent-Director, and the Department of Elementary and Secondary Education.

#### **VIII. Training for SROs**

In accordance with section [23 of chapter 253 of the Acts of 2020](#), the [Municipal Police Training Committee shall provide](#) training for SROs including but not limited to:

- (i) the ways in which legal standards regarding police interaction and arrest procedures differ for juveniles compared to adults;
- (ii) child and adolescent cognitive development, which shall include instruction on common child and adolescent behaviors, actions and reactions as well as the impact of trauma, mental illness, behavioral addictions such as gaming and gambling disorder, and developmental disabilities on child and adolescent development and behavior;
- (iii) engagement and de-escalation tactics that are specifically effective with youth; and
- (iv) strategies for resolving conflict and diverting youth in lieu of making an arrest.

Such program shall also include training related to:

- (i) hate crime identification and prevention training curriculum including acquisition of practical skills to prevent, respond to and investigate hate crimes and hate incidents and their impact on victim communities;
- (ii) anti-bias, anti-racism and anti-harassment strategies;
- (iii) identification of youth at risk of or who are being commercially sexually exploited;
- (iv) bullying and cyberbullying; and
- (v) helping school resource officers interact effectively with school personnel and victim communities and building public confidence with cooperation with law enforcement agencies.

Additional areas for continuing professional development may include:

- Restorative justice practices
- Cultural competency in religious practices, clothing preferences, identity, and other areas
- Positive behavior interventions and supports
- Training in proper policies, procedures, and techniques for the use of restraint
- Teen dating violence and healthy teen relationships
- Relationship building and positive youth development
- Understanding and protecting civil rights in schools
- Special education law
- Student privacy protections and laws governing the release of student information
- School-specific approaches to topics like cyber safety, emergency management and crisis response, threat assessment, and social-emotional learning

The SRO shall attend a minimum of 12 hours of training per year.

Where practicable, the District shall also encourage school administrators working with SROs to undergo training alongside SROs to enhance their understanding of the SRO's role and the issues encountered by the SRO.

## **IX. Data Collection and Reporting**

In accordance with [section 37P\(d\) of chapter 71](#) of the General Laws, “[a]nnually, not later than August 1, the Superintendent-Director shall report to the department of elementary and secondary education and publicly present to the relevant school committee: (i) the cost to the school district of assigning a school resource officer; (ii) a description of the proposed budget for mental, social or emotional health support personnel for the school; and (iii) the number of school-based arrests, citations and court referrals made in the previous year disaggregated as required by the department of elementary and secondary education.”

To accomplish this, the Parties agree that:

- The Superintendent-Director shall submit such reports and data to the Department annually, not later than August 1, according to the guidance and rules contained in relevant Data Handbooks issued by the Department. With respect to item (iii) above, the Department must receive individual student level data from the District on school-based arrests, citations and court referrals made in the previous academic year.

- The Chief agrees to provide the District with regular access to data in their possession, on an individual level, as needed to fulfill the District’s data reporting responsibilities.

**X. Accompanying Standard Operating Procedures**

The Chief, in consultation with the Superintendent-Director, shall establish operating procedures to provide guidance to SROs about daily operations, policies, and procedures. At a minimum, the operating procedures as established by the Chief shall describe the following for the SRO and shall be consistent with this Agreement:

1. the school resource officer uniform;
2. use of police force, arrest, citation, and court referral on school property;
3. a statement and description of students’ legal rights, including the process for searching and questioning students and circumstances requiring notification to and presence of parents and administrators;
4. chain of command, including delineating to whom the SRO reports and how school administrators and the SRO work together;
5. performance evaluation standards, which shall incorporate monitoring compliance with this Agreement and use of arrest, citation, and police force in school;
6. protocols for diverting and referring at-risk students to school and community-based supports and providers; and
7. information sharing between the SRO, school staff, and parents or guardians.

**XI. Effective Date, Duration, Applicability, and Modification of Agreement**

This Agreement shall be effective as of the date of signing.

This Agreement shall be reviewed annually prior to the start of the school year. This Agreement remains in full force and effect until amended or until such time as either of the Parties withdraws from this Agreement by delivering written notification to the other Party.

Upon execution of this Agreement by the Parties, a copy of the Agreement shall be placed on file in the offices of the Chief and the Superintendent-Director. The District or school shall annually file the Agreement with the Department of Elementary and Secondary Education. The Parties shall also provide this Agreement to the SRO, the principals of any schools where the SRO will work, and any other individuals whom they deem relevant or who request it.

\_\_\_\_\_  
Name: Jill Davis  
Superintendent-Director

\_\_\_\_\_  
Name: Shaun M. Woods  
Chief of Police

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

# Greater Lowell Regional Vocational Technical District

## Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP)

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### ACCEPTABLE USE POLICY AND GUIDELINES

#### Scope of Policy

Greater Lowell Regional Vocational Technical District (the "District") recognizes data and information as resources that must be protected from unauthorized access or use, and, as such, supports a balance of security and access. The District expects student and family data to be protected due to the sensitivity of the data.

The protection of sensitive data and technology is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials. Nothing in this policy shall be read to limit an individual's constitutional rights to freedom of speech or expression.

Students need to be aware that data and other material/files maintained on the school District's systems may be subject to review, disclosure, or discovery. The District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school District policies or government regulations.

By participating in the school District's computer network, students are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement in response to proper requests, or to other third parties in the context of proper requests in the course of litigation without prior consent of the sender or receiver.

#### Use of Technology Instruction

The District recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets. Information and communication technology are an integrated part of the curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks, including: seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Students shall use digital information, communication, and technology resources in a responsible, efficient, ethical, and legal manner. Students issued an account and/or technology resource are responsible for their use at all times.

## **Electronic Devices**

The District defines electronic devices as, but not limited to, the following:

- Laptop and desktop computers, including like-devices
- Tablets
- Peripherals (such as accessories, auxiliary devices, external hardware)
- Wireless email and text-messaging devices
- Mobile communication devices or wearable technology such as; personal hotspots, cellular adapters, smartphones, handheld gaming devices, smart glasses, smartwatches, smart rings, fitness trackers, wireless earbuds and headphones, digital or action cameras, etc.
- Donated devices

## **Access to Digital Resources**

The District supports the right of students to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner. The District provides access to technology devices, Internet, and digital information to students for educational purposes. This Acceptable Use Policy (AUP) governs all electronic activity of students using and accessing the District's technology, Internet, and digital information regardless of the student's physical location or device used.

## **Acceptable Use of Digital Resources**

The following guidelines and procedures address student use of digital resources, ethical use of such resources, and issues of online privacy. These guidelines and procedures prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data. The use of the District's network is a privilege and not a right. Any use of the District's network must be consistent with and directly related to the educational objectives of the District.

**Those violating the AUP will be subject to appropriate consequences included in the AUP and outlined in the Student Handbook, including suspension of privileges, disciplinary action, and/or exclusion from school activities.**

## **Use of Artificial Intelligence (AI) Tools**

The District recognizes that Artificial Intelligence (AI) tools, including generative chatbots, writing assistants, and image, audio, or video generators, are part of the technology students will encounter. AI can support learning when used ethically, lawfully, and only with platforms the

District has vetted and approved for student use. The following rules apply whenever a student uses AI on District networks, on District-issued devices, or for any school assignment:

- **Use only approved tools** - Students may only use AI tools that a teacher or the District has approved for the assignment, and must follow the instructions given for that assignment.
- **Protect private information** – Never enter your own personal information, another student’s personal information, or private school information (such as grades, education records, or login credentials) into an AI tool. The Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g; 34 CFR Part 99) protects student education records, and the Children’s Online Privacy Protection Act (COPPA, 15 USC 6501–6506) restricts data collection from students under 13.
- **Do not impersonate or harm** - Do not use AI to create images, audio, or video of any real person without their permission, and never use AI to create nude, sexual, threatening, harassing, or humiliating content of anyone. See the Digital Misconduct section for additional rules and consequences.
- **Think critically** - AI output can be wrong, biased, or made up. Verify information before relying on it, and remember that you are responsible for any work you submit.

## Student Use of Technology in Schools

The District recognizes that the use of technology is an important part of students being prepared for adult life. As such, the student use of technology as part of their education is to be encouraged, as teaching students appropriate use of technology is part of the responsibility of the District.

The Student Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP) use is included in the Student Handbook and given to all students at the beginning of each school year. The AUP must be completed and signed by all students and their parent/guardian after reviewing the AUP together. The signed form must be returned to the school before the student may begin using the network/Internet, any electronic devices, or digital resources.

The District works to maintain a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, disability, or any other characteristic protected by law. Students shall utilize digital resources in a responsible, efficient, ethical, and legal manner. Students are required to abide by the District Code of Conduct including the District's policy on bullying and harassment in their use, both on and offline, of District digital resources, which should be regarded as an extension of the classroom. The District will not tolerate bullying, cyberbullying, **or harassment, sexting, digital exploitation, AI generated deepfake images or videos, impersonations, or unauthorized sharing of private content** of any kind.

Students are reminded that there is no expectation of privacy in the use of District digital information, communication, and technology resources.

Students who fail to abide by District policies and procedures regarding the use of District digital information, communication, and technology resources will be met with consequences.

## Student Communication Guidelines

When communicating with teachers, staff, and other students using District technology:

- Use respectful, appropriate language at all times
- Keep communications related to educational purposes
- Use only your school-issued accounts for school-related communication
- Do not share personal or any other user's contact information online
- Report inappropriate communications to a teacher or administrator immediately
- Group communications are encouraged; avoid private one-on-one conversations unless directed by a teacher

## Digital Misconduct: Sexting, Deepfakes and Online Harassment

Students are expected to use all school-issued and personal digital devices, communication platforms, and technology resources responsibly, respectfully, and in accordance with school rules, district policy, and the law.

This policy applies to conduct occurring on school property, during school activities, on school transportation, through school technology systems, and to off-campus digital conduct when such behavior disrupts the educational environment, impacts student safety, or contributes to bullying, harassment, intimidation, or conflict within the school community.

## Sexting and Inappropriate Digital Content

The creation, possession, sharing, requesting, forwarding, or posting of sexually explicit, inappropriate, or exploitative images, videos, messages, or content, including "sexting," is strictly prohibited. This includes content involving oneself or others, whether created on or off campus, if it impacts the school environment, student safety, or the well-being of others.

**Massachusetts law:** Under the Massachusetts Act to Prevent Abuse and Exploitation (effective September 18, 2024), it is a criminal offense under M.G.L. c. 272 § 29D to possess, share, send, forward, buy, sell, or upload a nude or sexually explicit image or video of any person under 18 — including images of yourself, and including images that have been created or modified using AI. Related state laws that may also apply include M.G.L. c. 272 §§ 29A, 29B, and 29C (posing, dissemination, and possession of child pornography) and M.G.L. c. 265 § 43A (criminal harassment, including the unauthorized sharing of intimate images).

**Never pressure anyone.** Never ask, pressure, threaten, blackmail, or bribe anyone into sending you a nude or sexual image. If someone sends you such an image, do not forward it, save it, or share it. Once an image is sent, you cannot control where it goes — it can be saved, screenshotted, and shared with strangers, even years later.

**Real-life consequences.** A sexting or deepfake offense can result in criminal charges, school discipline (including loss of teams, clubs, and activities; suspension; or expulsion), and a record that can affect college admission, scholarships, financial aid, military service, future employment, and housing. For some first-time offenses, Massachusetts now offers an educational diversion program that a court may use in place of criminal arraignment.

**Reporting is safe.** Under M.G.L. c. 272 § 29D(b), it is NOT a crime to give an illegal nude or sexually explicit image to police, a parent or guardian, or school personnel when you are reporting that you received or discovered it. Students are strongly encouraged to come forward immediately. If anyone is pressuring, harassing, or bullying you online, or if a nude or sexual image of you or someone you know has been shared, tell a trusted adult right away — a teacher, counselor, school administrator, parent, or guardian.

### **AI-Generated or Manipulated Images, Videos, and Audio (“Deepfakes”)**

Students are prohibited from creating, altering, sharing, or distributing manipulated or artificially generated images, videos, or audio (“deepfakes”) that falsely depict another person in a sexual, explicit, harmful, threatening, humiliating, or misleading manner. This includes the use of artificial intelligence (AI) tools, photo-editing software, or other digital platforms to generate or modify such content.

Under M.G.L. c. 272 § 29D, Massachusetts law, an AI-generated “deepfake” nude or sexually explicit image of a person under 18 carries the same criminal consequences as a real photo under M.G.L. c. 272 § 29D. A fake image is treated like a real one. Creating, requesting, possessing, or sharing such content is illegal even if no real photograph was ever taken.

### **Cyberbullying, Harassment, and Impersonation**

Any use of technology to harass, intimidate, bully, exploit, embarrass, threaten, impersonate, or violate the privacy, dignity, or safety of another person is a serious violation of school policy and may also violate state and federal law.

Cyberbullying — the use of technology or electronic devices (including text messages, social media, email, gaming platforms, and apps) to harm, threaten, intimidate, or harass another person — is prohibited by Massachusetts law under M.G.L. c. 71 § 37O. Online conduct that occurs off-campus or outside school hours can still lead to school discipline when it disrupts the educational environment, interferes with another student’s rights, or contributes to bullying or harassment at school.

### **Privacy Violations and Unauthorized Sharing**

The unauthorized sharing, recording, posting, or distribution of private, personal, or sensitive images, videos, messages, or information involving students, staff, or members of the school community is strictly prohibited.

## Social Media Guidelines

Students who use social media (Instagram, TikTok, Snapchat, Twitter, Facebook, etc.) while on school networks or devices are expected to:

- **Never post** negative, hurtful, or harassing comments about other students, teachers, or school staff
- **Never share** personal information about yourself or others (addresses, phone numbers, credit card numbers, social security numbers, etc.)
- **Never post** inappropriate photos or content that you wouldn't want teachers, parents, or future employers to see
- **Think before you post** - everything online can be permanent, even if you delete it
- **Respect privacy** - don't take or share photos/videos or share first/last names of others without permission
- **Report problems** - tell a trusted adult if someone is bothering you online
- **Follow school rules** - the same rules that apply in school apply online
- **Avoid drama** - don't get involved in online arguments or conflicts

**Remember:** What you post online reflects on you, your family, and your school. Be proud of your digital footprint!

## Academic Integrity and Digital Citizenship

Students are expected to demonstrate academic integrity when using technology:

- **Cite your sources** - always give credit when using information, images, or ideas from the internet
- **Don't plagiarize** - copying and pasting from websites or digital resources without citation is cheating and students found in violation of the District's Policy, outlined in the Student Handbook, may face appropriate consequences as outlined in the Student Handbook
- **Respect others' work** - don't copy other students' work
- **Ask permission** - check with your teacher before using online resources for assignments
- **Use AI only when allowed** - using AI tools (such as Gemini, ChatGPT, or other generative AI) to complete an assignment without your teacher's permission is a form of plagiarism and a violation of this policy
- **Cite AI when used** - when AI is permitted for an assignment, disclose and cite its use the same way you would cite any other source

## Use of Copyrighted Materials

Students will refrain from using materials obtained online without requesting permission from the owner if the use of the material has the potential of being considered copyright infringement. Students should assume that most material available on the Internet is protected by copyright. Violations of copyright law that occur while using the District's network or other resources are prohibited and have the potential to create liability for the District as well as for the individual.

Students must comply with regulations on copyright and plagiarism that govern the use of material accessed through the District network.

The District shall not be liable for students' inappropriate use of electronic resources or violations of copyright restrictions, students' mistakes or negligence, or costs incurred by students. The District will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the District.

Unauthorized use of the District or school name, logo, and likeness are prohibited.

## **Network Usage**

Network access and bandwidth is provided to schools for academic services. The District reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic services. Students are prohibited from using the District network to access any prohibited sites or transmit content that is inappropriate or illegal, including but not limited to content that is sexually explicit, pornographic, obscene, illegal, or promotes violence.

For purposes of this section, prohibited “sexually explicit” content includes AI-generated or digitally altered “deepfake” images and videos that appear to depict a real person in a nude, sexual, or sexually suggestive way.

## **Network Safeguarding**

As required in the Children's Internet Protection Act (CIPA), the District is required to protect students from online threats, block access to inappropriate content or attempts to circumvent system security, and monitor Internet use by minors on school networks. Through this, the District aims to provide instruction to students on interacting with other individuals online while refraining from bullying or harassment of any kind. Information Systems works in collaboration with school administration in managing the District's Internet filter and will work with the District community to ensure the filter meets the academic needs of each school while protecting students from inappropriate content.

## **Privacy**

There is no expectation of privacy related to information stored or transmitted over the District network or in the District systems. By authorizing use of technology resources, the District does not relinquish control over materials on the systems or contained in files on the systems.

The District reserves the right to access, review, copy, store, or delete any files stored on District computers and all students' communication using the District network.

Electronic messages (including attachments) and files stored on District computers or transmitted using District systems may be treated like any other school property. District administrators and network personnel may review files and messages to maintain system integrity and, if necessary,

to ensure that students are acting responsibly. The District may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost or stolen.

## **Personal Electronic Devices**

The use of personal electronic devices is permitted as outlined in the Student Handbook or at the discretion of the Superintendent-Director. Students must follow all classroom rules regarding personal device use. The District is not responsible for the maintenance and security of personal electronic devices and assumes no responsibility for loss or theft. The District reserves the right to enforce security measures on personal devices and/or remove devices found to be in violation of the school rules when there is a committed criminal offense or when used to access District tools.

Students should:

- Keep personal devices secured when not in use
- Only use personal devices when permitted
- Not use personal devices to record others without permission
- Follow all AUP and Student Handbook guidelines when accessing school networks on personal devices

## **Network Security**

Our District network infrastructure is designed with appropriate security and performance measures in mind.

Students are prohibited from downloading, installing, altering, or bypassing security measures on electronic devices, network equipment, and other software/online security measures. Students are expected to log off the network at the conclusion of class sessions or at the request of teachers or administrators to strengthen security. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any network firewalls is prohibited.

## **Data Access and Transmission**

Students must protect the privacy of their own and others' personal information. When working with school assignments that contain any personal data, students are expected to:

- Only share information with classmates when specifically directed by a teacher
- Use school-approved systems for submitting assignments
- Never share passwords or login information with other students
- Immediately report any suspected security issues to a teacher or administrator

## **Passwords**

Students are required to adhere to password requirements set forth by the District when logging into school computers, networks, and online systems. Students are not authorized to share their or any other user's password, use the account or identity of another user, and must use extra caution to avoid email scams that request passwords or other personal information. If a student believes their or any other user's password has been compromised in any way, the student must immediately contact a teacher, administrator, or the IS Department.

## **Media & Storage**

Students should save their work using District-approved systems whenever possible. When using external storage devices (USB drives, etc.), students should:

- Only use devices that have been checked for viruses
- Never store or share inappropriate content
- Be aware that all files may be subject to review by school personnel
- Use District-approved cloud storage systems when available

## **Device Support**

The District provides basic support for District-issued electronic devices. Devices must be connected to the District network on a regular basis to receive up-to-date software and antivirus updates. Password protection is required on all District-issued electronic devices to prevent unauthorized use in the event of loss or theft. Students are responsible for making periodic backups of their school work.

## **Loss/Theft**

Students must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the student is required to immediately notify a teacher, administrator, and the IS Department Service Desk at (978) 441-4885. The District will take all reasonable measures to recover the lost property and to ensure the security of any information contained on the device.

## **Return of Electronic Devices**

All technology issued to students is considered District property and must be returned prior to leaving school, transferring, or at the end of the school year. All equipment must be returned directly to the designated school personnel. Failure to return devices may result in consequences as outlined in the Student Handbook.

## **Energy Management**

The District strives to reduce our environmental footprint by pursuing energy conservation efforts and practices. Students should help by properly shutting down devices when finished using them and following energy-saving guidelines provided by teachers.

## Liability

The District assumes no responsibility for:

- Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs
- Any financial obligations arising out of unauthorized use of the system for the purchase of products or services
- Any cost, liability, or damages caused by a student's violation of these guidelines
- Any information or materials that are transferred through the network
- Any other inappropriate use of electronics resources of the District
- The District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The District shall not be liable for any loss or corruption of data resulting while using the network

**The District reserves its right to seek restitution from any student and their family for costs incurred by the District, including legal fees, due to such student's inappropriate use of electronic resources.**

## District Website and Social Media

The District wishes to ensure accurate delivery of information, and as such, the District will maintain a District website and such District and school social media accounts as authorized by the Superintendent-Director. All such online platforms are maintained by assigned District employees, acting in their professional capacities.

In order for public communication with the School Committee and District personnel to be responded to in a timely manner, in line with the legal requirements for public communication, **commenting on all District and school sites will be turned off to the extent possible.** The District maintains the right to monitor the appropriateness of any comments made through a social media platform.

A high priority will be placed on such platforms being accessible, frequently updated, and user friendly.

## Compliance Requirements for Students

The AUP is reviewed annually by the Superintendent-Director and District's Director of Technology, Enrollment, and Information.

All students are required to verify that they have read and will abide by the AUP annually.

- Annually, all students must agree to and sign a digital use form. This form must also be signed by the parent or guardian for students under the age of 18
- All guest users will be prompted to and must accept a digital use agreement prior to each use

## Consequences of Breach of Policy

Use of all District technology resources is a privilege, not a right. By using the District's Internet Systems and devices, the student agrees to follow all of the District's regulations, policies and guidelines consistent with, and directly related to, the educational objectives of the District. Students are encouraged to report misuse or breach of protocols to appropriate personnel, including teachers, building administrators, and the Director of Technology, Enrollment, and Information.

Abuse of these privileges may result in one or more of the following consequences:

- Warning and counseling about appropriate technology use
- Suspension or cancellation of technology use privileges
- Payment for loss, damages, or repairs
- Detention, suspension, or other disciplinary action under school policies
- Referral to law enforcement for illegal activities
- Loss of participation in school activities or events
- **Mandatory reporting — violations involving sexting, deepfakes, harassment, cyberbullying, or other suspected abuse or exploitation may be reported by school staff to law enforcement and to the Massachusetts Department of Children and Families (DCF) as required by M.G.L. c. 119 §§ 21 and 51A**

The severity of consequences will depend on the nature and frequency of the violation. Serious violations may result in immediate suspension of all technology privileges and other disciplinary actions.

## Glossary of Terms

**Freedom of Information Act (FOIA)** The FOIA is a law that allows for the release of government documents at the request of an individual. A FOIA request can be made to Greater Lowell Regional Vocational Technical District for electronic documents/communications stored or transmitted through District systems unless that information could be detrimental to governmental or personal interests. For more information, visit <http://www.foia.gov/>

**Family Educational Rights and Privacy Act (FERPA)** The FERPA law protects the privacy, accuracy, and release of information for students and families of the District. Personal information stored or transmitted by agents of the District must abide by FERPA laws and the District is required to protect the integrity and security of student and family information. For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**Children's Internet Protection Act (CIPA)** Requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The District is required to filter internet access for inappropriate content, monitor the internet usage of minors, and provide education to students and employees on safe and appropriate online behavior.

**Artificial Intelligence (AI)** Computer systems that perform tasks normally requiring human intelligence — such as writing, answering questions, creating images or video, recognizing speech, or making predictions. Examples include generative chatbots and AI image generators. AI may be used by students only when a teacher or the District has approved the specific tool for the specific assignment.

**Deepfake** An image, video, or audio recording that has been created or altered using AI to make it appear that a real person said or did something they did not. Under Massachusetts law, a deepfake nude or sexual image of a person under 18 carries the same criminal consequences as a real photo (M.G.L. c. 272 § 29D).

**Sexting** Sending, sharing, requesting, forwarding, posting, or uploading sexual messages, images, or videos through phones, social media, gaming, or other electronic platforms. Under M.G.L. c. 272 § 29D, sexting involving anyone under 18 — including images of yourself and including AI-generated images — is a criminal offense in Massachusetts.

**Cyberbullying** The use of technology or electronic devices to harm, threaten, harass, embarrass, or intimidate another person. Cyberbullying is illegal in Massachusetts under M.G.L. c. 71 § 37O and is a violation of this policy whether it occurs on or off school grounds when it disrupts the educational environment.

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**OUT-OF-STATE TRAVEL**

**One Trusted Adult  
'Step Up, Step Back' Training**

**August 13, 2026  
Saint Anselm College, Manchester, NH**

Training Cost (\$1,580 x 4 staff members):	\$6,320.00
Travel Expenses (approximate):	\$85.00
<b>Total Cost:</b>	<b>\$6,405.00</b>

**Out-of-State Travel**

**EPTAC Corp., Salem, NH**

**August 10-13, 2026**

**Electronics Instructor – Geraldo Salinas**

**IPC-A Certification for Instructor**

Course Certification Cost:	\$3,227.00
Meal Allowance (approximate):	\$250.00
Travel Expenses (approximate):	\$70.00
Total Cost:	\$3,547.00

### School Committee Budget Transfer Request

From Account	Department	To Account	Account Description	Amount	Reason for Transfer
00010101-28001	Sped Psychologist	00010101-23101	Sped Specialists	\$ 5,611.00	LOA Returns
00010101-28001	Sped Psychologist	00010101-23101-00011	Sped Specialists Stipend	\$ 1,500.00	Grant Overage
00010335-24204	Engineering Cont Services	00010307-24305	Graphics Gen Supplies	\$ 1,797.00	Gen Supply cost
00011758-24305	Curr Gen Supply	00010308-23051	Programming Teach Sal	\$ 7,543.00	Late licensure obtained
00010308-24105	Programming Text	00010308-24305	Programming Gen Supp	\$ 5,785.00	Balancing department budget
00011758-21101	Curr Admin Sal	00010410-23051	Health Teach Sal	\$ 1,433.00	Late licensure obtained
00010410-24204	Health Asst cont services	00010410-24105	Health Asst Text Media	\$ 9,200.00	Late licensure obtained
00010410-24305	Health Asst Gen Supplies	00010410-24105	Health Asst Text Media	\$ 1,600.00	Late licensure obtained
00010411-23051	Cullinary Teaching Sal	00010411-24204	Cullinary Cont Svcs	\$ 4,849.00	Balancing department budget
00010286-24105	Reading text Media	00010415-24204	Cosmo Cont Svcs	\$ 4,160.00	Cosmo Convention Cost
00010487-24205	Vet Inst Equip	00010487-24305	Vet Gen Supp	\$ 1,947.00	Prepping new program slightly over budget
00010516-24305	Paint General Supp	00010516-24205	Paint inst Equip	\$ 2,218.00	Balancing department budget
00010202-24305	ELE Gen Supp	00010517-24305	HVAC Supplies	\$ 5,747.00	New Refrigerant materials
00010415-24305	Cosmetology Gen Supply	00010519-23051	Plumbing Sal	\$ 12,800.00	Late licensure obtained
00010519-24305	Plumbing Gen Supplies	00010519-24105	Plumbing Text Media	\$ 1,498.00	Balancing department budget
00010624-24105	Math Text Media	00010624-24305	Math Gen Supply	\$ 1,062.00	Balancing department budget
00010725-24204	Science Cont svcs	00010725-24105	Science Text Media	\$ 2,325.00	Balancing department budget
00010725-24204	Science Cont svcs	00010725-24205	Science inst Equip	\$ 2,096.00	Balancing department budget
00010303-24305	Hospit Gen Supply	00010832-24204	Auto Tech Cont Svcs	\$ 2,095.00	Lift repair
00010406-24305	Med Asst Gen Supplies	00011189-12301	Grants Admin Sal	\$ 1,210.00	Grants lower than budgeted
00010415-23051	Cosmo Teaching	00011442-35103	Athletics Coaching	\$ 20,122.00	LOA cover flag ftb
0001555-31002	Main Off Sec/Cleric	00011442-35104	Athletics Officials Fees	\$ 5,984.00	Higher State Toruney costs
00010518-24305	Carp Gen Supply	00011442-35106	Athletics other exp	\$ 11,343.00	National Toruney attendance and champion awards
00011447-35105	Lacrosse Boys Ath Supp	00011444-35105	Cheerleading Supp	\$ 1,422.00	Balancing department budget
00011451-35105	Swimming Ath Supplies	00011449-35105	Baseball Ath Supplies	\$ 2,155.00	Balancing department budget
00010101-28001	Sped Psychologist	00011555-27101-00012	Counselors Salaries-hourly	\$ 1,800.00	Moving Substance abuse counseling to MO
00011779-24305	Technical Gen Supply	00011555-31003	Main Office Other Sal	\$ 1,628.00	Student work for challenge course
00010411-24305	Cullinary Gen Supply	00011656-27101	Guidance Salaries	\$ 9,825.00	Column movement and LOA return
00010101-28001	Sped Psychologist	00011656-27104	Guidance Cont Svcs	\$ 1,344.00	College Fair Events
00010304-24305	Bus Market gen supply	00011758-21103	Othe Curr Sal	\$ 6,600.00	Graphics Summer printer for Return to school
00010725-23303	Science tutor	00011758-23253-00002	Long Term Sub	\$ 27,596.00	Tutor Cover LTS
00011758-23101	Curr Specialists	00011859-23584-00001	PD Course Reimbursement	\$ 52,000.00	Course Reimbursement and PD over budget
00011859-23584	PD Vendors	00011859-23584-00001	PD Course Reimbursement	\$ 13,500.00	Course Reimbursement and PD over budget

00012163-14102	Business Clerical	00012163-14104	Business cont Svcs	\$	5,000.00	Digitize Records reduce storage
0001555-31001-00011	Main Off Sal Stipend	00012163-14104	Business cont Svcs	\$	10,000.00	Digitize Records reduce storage
00012163-52004	Business Insurance	00012163-14105	Business Supplies	\$	25,802.00	Postage for School
00012166-14505	IM Supplies	00012166-14504	IM Cont Svcs	\$	22,300.00	Network Monitoring license cost added to line
00012166-24515	IM Class Tech	00012166-14504	IM Cont Svcs	\$	5,200.00	Network Monitoring license cost added to line
00012166-24515	IM Class Tech	00012166-44003	Tech Support Coop	\$	5,200.00	2 Co-op student workers
00012167-52006-00003	Sick/Vacation Buyback	00012167-52006-0002	Dental	\$	32,458.00	Excess claims
00012272-41103	Custodial Salaries	00012167-52006-0002	Dental	\$	30,000.00	Excess claims
00012272-41103	Custodial Salaries	00012167-52006-0007	unemployment	\$	14,226.00	Excess claims
00012175-14504	TEI Cont Svcs	00012175-27204	TEI Cont Svcs	\$	1,401.00	Balancing department budget
00011758-23574-00006	PD Curr Dev.	00012269-73005	Grounds Equipment	\$	17,748.00	Replacement of snow removal equip in place of van
00010520-24305	Masonry Gen Supply	00012270-42254	Bldg Security Cont Svcs	\$	5,300.00	Camera additions and replacement over budget
00012168-35204	Special Event Trans	00012271-42203-00012	Plant Support Sal Hirly	\$	17,182.00	School project support HVAC and Plumbing - Vet
00010406-24105	Med Asst Text Media	00012271-42204	Plant cont. Svcs	\$	12,500.00	Project work at school costs
00012269-42103	Grounds Support Sal	00012271-42204	Plant cont. Svcs	\$	32,000.00	Project work at school costs
00012270-36003	Security Sal	00012271-42204	Plant cont. Svcs	\$	31,000.00	Project work at school costs
00012271-75005	Motor Veh Acq	00012271-42204	Plant cont. Svcs	\$	78,000.00	Project work at school costs
00011555-36003-0000'3	MO Detention pool	00012271-42205	Plant supplies Materials	\$	7,000.00	Project work at school costs
00011859-23561	PROF STAFF PD SAL COSTS	00012271-42205	Plant supplies Materials	\$	5,000.00	Project work at school costs
00011859-23563	NON PROF STAFF PD COST	00012271-42205	Plant supplies Materials	\$	5,000.00	Project work at school costs
00011961-14301	SC Legal Sccs	00012271-42205	Plant supplies Materials	\$	22,000.00	Project work at school costs
00012165-14204	HR Cont svcs	00012271-42205	Plant supplies Materials	\$	5,400.00	Project work at school costs
00010827-24305	Auto Collision Gen Supply	00012273-42104	Grounds Equip Con Svcs	\$	11,000.00	Fire alarm and sprinkler repair work
00011758-24105	Curr Text Media	00012274-41314	Gas	\$	25,000.00	Market driven price increases
00011758-27204	Curr Test Cont.	00012274-41314	Gas	\$	19,000.00	Market driven price increases
00012272-41103	Custodial Salaries	00012274-41314	Gas	\$	36,000.00	Market driven price increases
00012272-41105	Custodial Supplies	00012274-41314	Gas	\$	30,000.00	Market driven price increases
00010624-24105	Math Text Media	00018888-12102	Super clerical OT	\$	7,208.00	Position vacancy coverage
00012163-14102	Business Clerical	00018888-14102	Business OT	\$	2,343.00	Overtime for position reduction of 2022
00010518-24205	Carpentry Inst Equip	00018888-14502	IM Clerical OT	\$	4,500.00	After hours notification and event coverage
00010518-24305	Carpentry Gen supplies	00018888-14502	IM Clerical OT	\$	4,400.00	After hours notification and event coverage
00010304-24205	Bus Markt Inst Equip	00018888-21102	Tech Clerical OT	\$	6,855.00	Shop management overtime
00012168-35204	Special Event Trans	00018888-23002	Curr Clerc OT	\$	1,801.00	After hours notification and event coverage
00011859-23403	Library Aide	00018888-23403	Media/Support OT	\$	11,411.00	Event and vacant position coverage
00010410-24305	Health Asst Gen Supplies	00018888-27202	Testing Clerical OT	\$	3,806.00	Position Coverage
00010307-23051-00012	Graphics Teaching Extra Hrs	00018888-36003	Security OT	\$	3,200.00	Position Coverage

00010307-24105	Graphics Text Media	00018888-36003	Security OT	\$	5,200.00	Position Coverage
00010406-24205	Med Asst Inst Equip	00018888-41103	Custodial OT	\$	1,871.00	Position Coverage
00012168-35204	Special Event Trans	00018888-42103	Grounds OT	\$	3,303.00	Overtime snow
00011555-36003-00002	MO Hall Monitor	00018888-42203	Maintenance OT	\$	16,235.00	Overtime snow
	<b>Total</b>			\$	<b>814,645.00</b>	