

Technology Committee Meeting

Thursday, December 12, 2013 6:30 PM

Technology Committee, L.P. Wilson Community Center, Board Room, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge of Allegiance, Moment of Silence**
2. **Audience to Visitors**
3. **Budget Needs**
4. **Technology Grant**
5. **File Sharing/Transparency**
6. **Policy Changes**
7. **Adjournment**

Connecticut State Department of Education
Technology Investments to Implement Common Core State Standards and Administer
Common Core aligned Assessments, Specifically Smarter Balanced Assessments
2013-2014

Applicant

This application is submitted on behalf of the following Local Educational Agency (LEA):

LEA: Windsor Public Schools, 601 Matianuck Avenue, Windsor, CT 06095

Contact Information

LEA:

Jeffrey A. Villar, Ph.D., Superintendent of Schools, 860-687-2000 x 236 jvillar@windsorct.org OR
Doug Couture, Education Technology Curriculum Supervisor, 860-687-2000 x 291
dcouture@windsorct.org

Windsor Public Schools, 601 Matianuck Avenue, Windsor, CT 06095

Certification

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

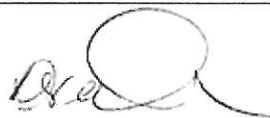
Signature of Superintendent of Schools:



Name and Title (Typed):

Jeffrey A. Villar, Ph.D., Superintendent of Schools

Date of Board Acceptance: August 15, 2013



BUDGET NARRATIVEGrantee Name: Windsor Public Schools

Complete an itemized budget for each category for which you are applying.

Code	Object	State Grant Funds Amount
700	Property/Equipment Quantity 42 / Extra-Wide Laptop/Tablet Recharging Cart \$499 per unit Shipping: \$1989.25 Total: \$22,947.25 School Outfitters 3736 Regent Ave. Cincinnati, OH, U.S.A. 45212-3724	\$22,947.25
700	Property/Equipment Quantity 1000/Samsung Series 3 Chromebook/ Model # XE303C12-A01US \$279 per unit Total: \$279,000.00 Free Shipping Promevo 3412 Baker St. Ste. 100 Erlanger, KY 41018 Tel: 888-380-1061	\$279,000.00
700	Property/Equipment Quantity: 1/ NAC X-2500 Sensor appliance including first year hardware maintenance, installation, training, and NAC policy manager + NetWatch Coverage for up to 2,500 devices and 128 VLANs \$23,630 Total: \$23,630.00 Digital BackOffice 192 Naugatuck Ave Milford, CT 06460 Fax: 203-876-1788 Tel:203-874-5545	\$23,630.00
	TOTAL	\$325,577.25

SUSTAINABILITY – Describe the sustainability plan within your LEA budget that will allow the program, as described, to operate for a minimum of two years after one year of state funding has ended.

Sustainability

The plan for the 2014-15 school year would be to continue to use the state grant funded Chromebooks in Grades 3 through 6 and purchase Chromebooks for Grades 7 and 8 while adding approximately 350 Chromebooks to the high school for classroom use and Smarter Balanced testing. Bi-monthly Board of Education technology committee meetings would review the implementation and use of devices for instructional purposes in district. The technology planning committee would also review infrastructure needs and possible new device purchases for the 2015-16 school year. Professional development for teachers would continue as well as community outreach programs to help parents and guardians understand what students are doing with the technology provided and also how to digitally access information about their students.

2014-15

- Grade 7 - 250 Chromebooks
- Grade 8 - 250 Chromebooks
- Add 350 Chromebooks to Windsor High School for use in English and Social Studies classes and increase the number of Chromebooks used in Math, Science and World Language
- Purchase charging carts
- Implement a Mobile Device Management System for a BYOD policy
- Continue to add tablets to Grades K through 2 classrooms
- Administer the Smarter Balanced Assessment in Grades 3 through 8 and Grade 11
- Purchase headphones to use with Chromebooks for classroom use and the Smarter Balanced test
- Experiment with student home use of computers
- Look at tablet solutions to possibly replace Chromebooks
- Explore needed network upgrades to ensure that enough bandwidth is available for devices
- Maintain existing data systems
- Continue professional development on incorporating technology into instruction
- Continue to update curriculum

2015-16

- Replace existing machines as necessary with either tablets or Chromebooks depending on the technology and affordability.
- Possibly implement a 1-1 initiative at the middle school and high school.
- Administer the Smarter Balanced Assessment in Grades 3 through 8 and Grade 11
- Maintain existing data systems
- Upgrade network as necessary
- Replace headphones as needed to use with Chromebooks for classrooms use and the Smarter Balanced test
- Maintain a 1-1 ratio of student to tablets in Grades K through 2.
- Continue professional development on incorporating technology into instruction

PROPOSAL NARRATIVE

NEED – (1) Briefly describe your LEA’s need for the requests you are making. (2) Insert your Technology Readiness Tool Profile of Recommended Requirements for Device Indicators, Device to Test Taker Indicators, and Network Indicators. Wireless device requests MUST be accompanied by a thorough explanation of the Wireless network to support these devices including coverage maps if available.

Windsor is in dire need of updated computer equipment. Computers are out of date across the district and technology opportunities for students are uneven, creating a situation where it is next to impossible to ensure consistent learning goals across schools. The technology budget has been flat funded for the past five years. This budget has allowed for a piecemeal approach to replacing computers and adding interactive projectors to most classrooms but has not allowed for true innovation. Currently 877 computer workstations designated for teachers, staff and students are out of our current life cycle and need to be replaced. If awarded the grant, the purchase of Chromebooks in Grades 3-6 for the coming year will virtually eliminate the need to replace computer labs at our elementary schools and middle school and provide new learning opportunities for our students..

The purchase of Chromebooks, which meet the technology specifications required by the Smarter Balanced Technology System requirements, will position the district to take advantage of the Formative Assessments, Benchmark Assessments and resources within the SBAC Digital Library to inform instruction and ultimately accelerate learning for all students. The funding of the grant application would afford teachers within the intermediate level, Grades 3 through 5, the option of administering the exam within their own classrooms according to a district testing window and dramatically decrease the interruption to instruction within the classroom setting and supplemental instruction within the Media Center. As one of 30 Alliance Districts identified for our low District Performance Index, Windsor Public Schools cannot afford to lose valuable instructional time.

The need for a secure and reliable network is also paramount. Network reliability and uptime are essential while administering the Smarter Balanced Assessment. Greater security measures are needed as the proliferation of personal devices increases. The Chromebooks can be managed and network settings and access can be controlled by a web-based management console. The purchase of the Trustwave NewProtector appliance will allow us to monitor the network for rogue devices and threats in our network.

The past academic year saw completed installation of a managed wireless network system providing 100% coverage in each school in the district. The total number of interior access points (APs) for WHS and Sage Park MS is 125—sixty-four for the high school and sixty-one for the middle school. The total number of APs in the elementary schools total 96. In the fully covered areas, this will result in a minimum a/b/g bit density of 24 mbit/S at 150% overlap. The wireless infrastructure employs intelligent active radio management that maps wireless devices to alternate channels to avoid conflicts. Our wireless network also has the ability to expand if needed to provide more access points. WPS’ Aruba Networks infrastructure provides multiple SSIDs, authenticate against Active Directory and/or other authentication resources, provide guest portal and segregate traffic, and provide remote AP capability. Because radios are managed centrally, the wireless infrastructure can graphically provide information about location, coverage and radio settings. The attached sheets show a wireless coverage map for each school.

PLAN – (1) Indicate the plan for purchasing new computer devices; and/or inter-school bandwidth; and/or inter-district school or facility bandwidth and network devices to support the implementation of the Common Core State Standards and improve the administration of Common Core aligned assessments, specifically the Smarter Balanced assessment system. (2) Indicate the plan for administering the Smarter Balanced summative assessments within a two month window.

Timeline of purchasing

2013-14

Grant Funded Purchases (as soon as awarded)

- Grade 3 - 250 Chromebooks
- Grade 4 - 250 Chromebooks
- Grade 5 - 250 Chromebooks
- Grade 6 - 250 Chromebooks
- Purchase 42 Chromebook Charging Carts to house the Chromebooks
- Purchase Trustwave NAC X-2500 Sensor Appliance

Timeline of Administration

Pending the approval of the waiver submitted by the Connecticut State Department of Education specific to testing requirements for the academic year 2013-14 and funding of this grant application, Windsor Public Schools is prepared to administer the Smarter Balanced Assessment in Grades 3 through 5 this spring. The testing window will take place between May 1, 2014 and June 6, 2014 with the anticipated last day of school being June 13, 2014. The secondary grade levels will continue with the CMT and CAPT assessments in March 2014 as the infra-structure will not afford a sensible administration of the Smarter Balanced Assessment without securing further devices. Teachers throughout the district are working with curriculum specialists this year to design performance based assessments containing content aligned with the CCSS and technical elements of the Smarter Balanced Assessment to ready the students for the first year of “live” administration in 2015.

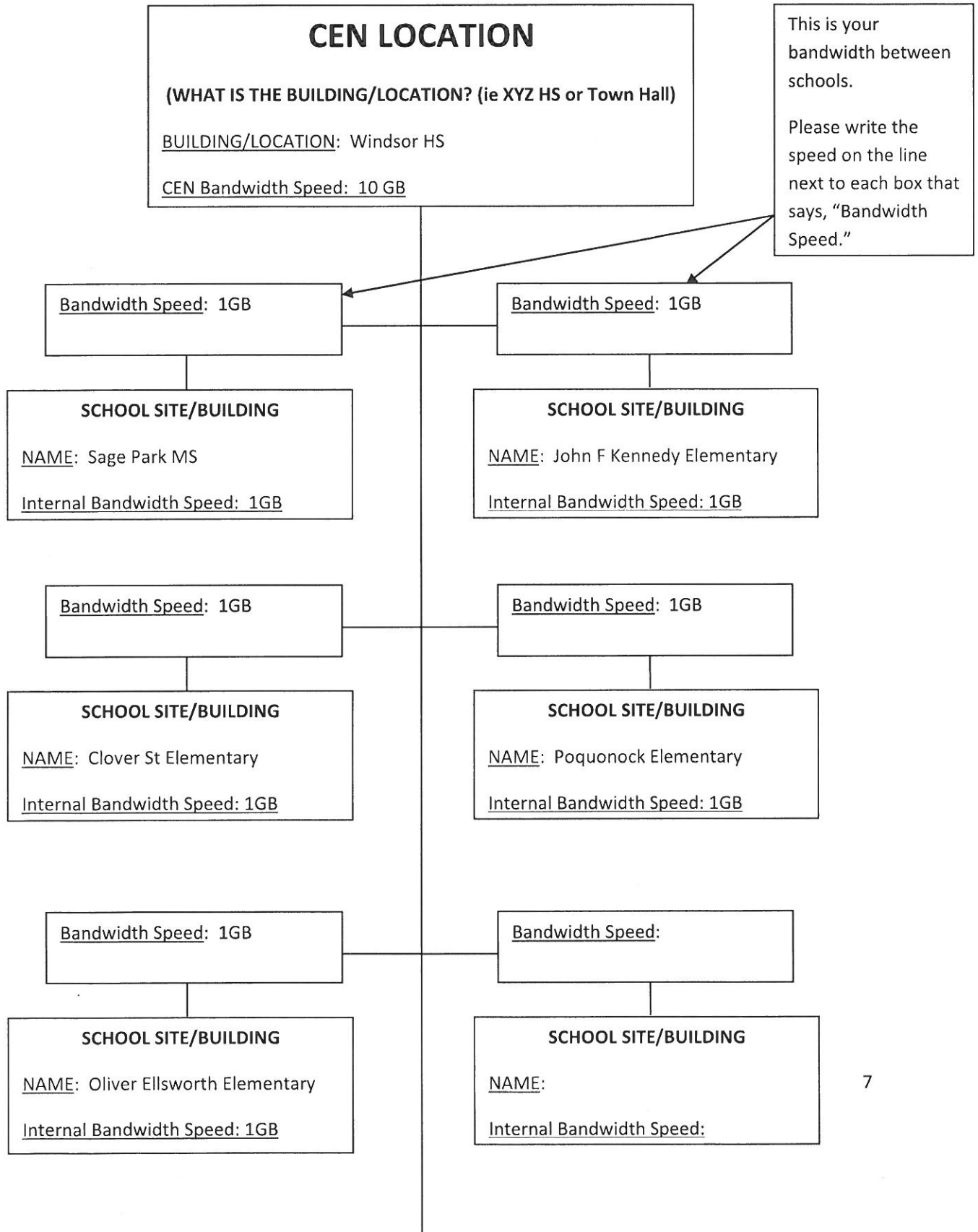
QUALITY – Indicate the plan for advancing and/or enhancing teaching and learning within classrooms.

In 2013-14, work will focus primarily on the performance tasks in Mathematics and Language Arts at the intermediate grade levels of 3 through 5. Currently the district has plans to develop performance tasks in these content areas/grade levels but the grant award will allow for the thoughtful design of the performance tasks to artfully assess both the CCSS and the technical skills needed to complete the SBAC tasks in both Mathematics and Language Arts. For instance, although the CCSS in the new curricula align with those assessed in the Smarter Balanced Assessment, students may not have had opportunities to interact with video clips and craft an evidence-based response using a specific media as they will be called upon to do in the new assessment. The new hardware will allow teachers an opportunity to design innovative performance tasks using computer technology to assist in determining students' mastery of specific CCSS and afford students the time to practice the technical skills necessary to successfully navigate the Smarter Balanced Assessment. Currently the limited computer access within the two Intermediate Schools makes the development and implementation of computer-based performance tasks next to impossible and definitely impractical. The purchase of the Chromebooks for Grades 3-5 will result in the district committing to the development of three performance tasks in each grade level, Grades 3 through 5, within both the Mathematics and Language Arts content areas. The first tasks in Mathematics and Language Arts will be designed by November 2013 and the second tasks in both disciplines by March 2014. The third performance assessments will be designed and implemented by the end of May 2014. This will allow students a chance to practice taking this kind of performance assessment and give teachers time over the summer to revise, edit and plan for improved administration of the new items for the following year. During the academic year 2014-15, all 18 performance tasks in Mathematics and Language Arts will be implemented within Grades 3-5 and students will sit well-prepared for the first administration of the Smarter Balanced Assessment. Grade 6 teachers will use the 2013-14 school year to form best practices in using the Chromebook with Blackboard and Google Apps in a middle school setting and share with teachers in Grades 7 and 8.

Professional development in using Chromebooks and Google Apps for teachers will take place in a variety of formats. The district employs three technology teachers who are charged with helping teachers incorporate technology into the classroom. The technology teachers will run workshops to show and share best practices in using devices in the classroom during, before, and after school and also use our website to deliver professional development content. Blackboard is now being used to house curriculum so that it will be accessible to teachers, administrators and parents on the web. Professional learning communities, instituted during the 2012-13 school year, will allow teachers to have conversations about student instructional data, giving them the opportunity to share resources and strategies for a varied level of learners.

With the integration of Silverback Mileposts, NWEA Measures of Academic Progress (MAP), Blackboard and Google Apps for Education, the foundation is being laid for teachers to have the ability to pinpoint instructional deficiencies and strengths through MAP and Mileposts and to deliver 21st century content and skills through Blackboard and Google Apps for Education. The district has the technical database systems that are required for organizing student information, data analysis, storing and using curriculum, collaborating and sharing of information. If awarded the grant, the district will be positioned to take advantage of the systems in place and make great strides towards increasing student achievement.

EXPLANATION OF NEWTORK BANDWIDTH (MUST BE FILLED OUT)



<div>Bandwidth Speed:</div> <div>SCHOOL SITE/BUILDING</div> <div>NAME:</div> <div>Internal Bandwidth Speed:</div>	<div>Bandwidth Speed:</div> <div>SCHOOL SITE/BUILDING</div> <div>NAME:</div> <div>Internal Bandwidth Speed:</div>
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STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments

THE APPLICANT: Superintendent Jeffrey A. Villar HEREBY ASSURES THAT:

Windsor Public Schools

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in Engageion with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal

funding;

- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;
- L. REQUIRED LANGUAGE (NON-DISCRIMINATION)
 - 1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

- 2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action- equal opportunity employer" in accordance with regulations adopted by the Commission; (c)

the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

- 3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: the contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- 5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- 6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
- 7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights

and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

- 8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature:  _____

Name: (typed) Jeffrey A. Villar, Ph.D.

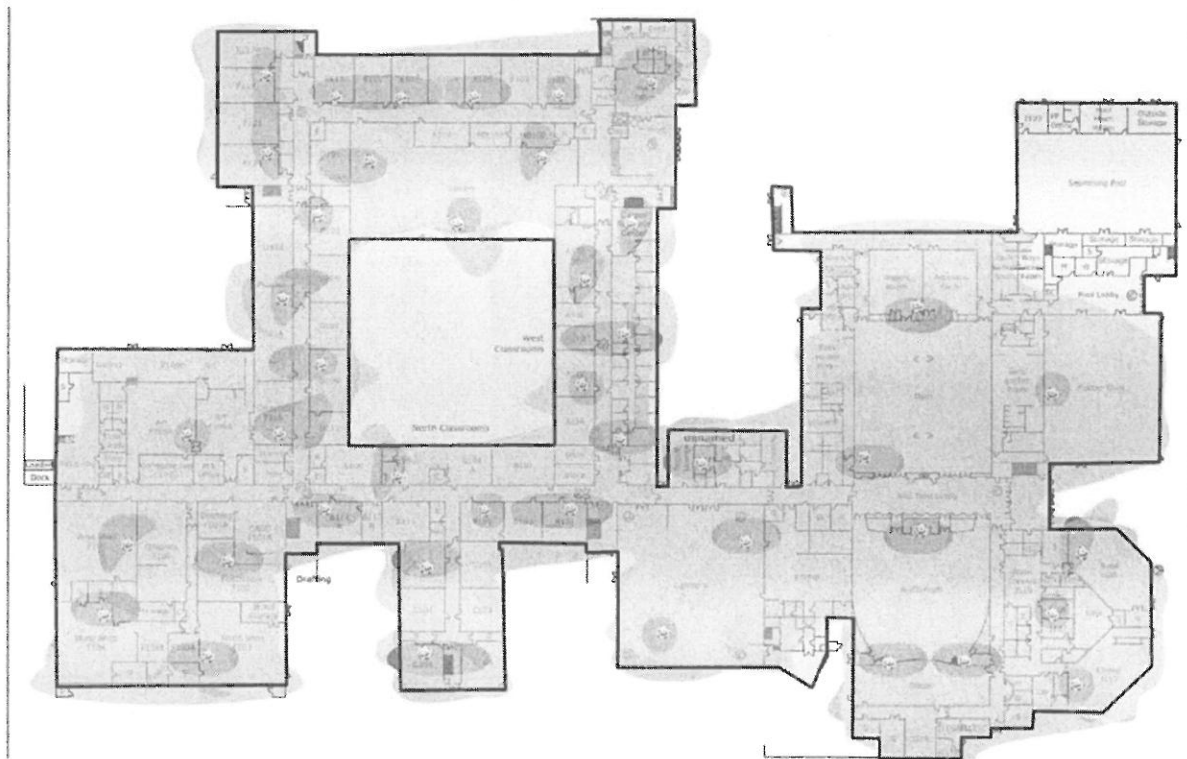
Title: (typed) Superintendent of Schools

Date: September 12, 2013

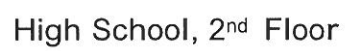
Wireless Coverage Maps

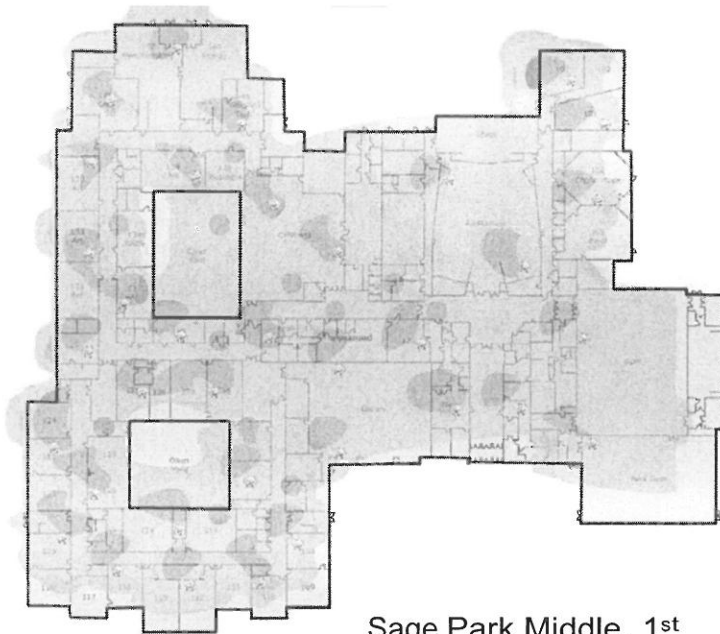
Floor Plans

The plans below show interior AP wireless deployments for the high school middle school and our four elementary schools:



High School First Floor



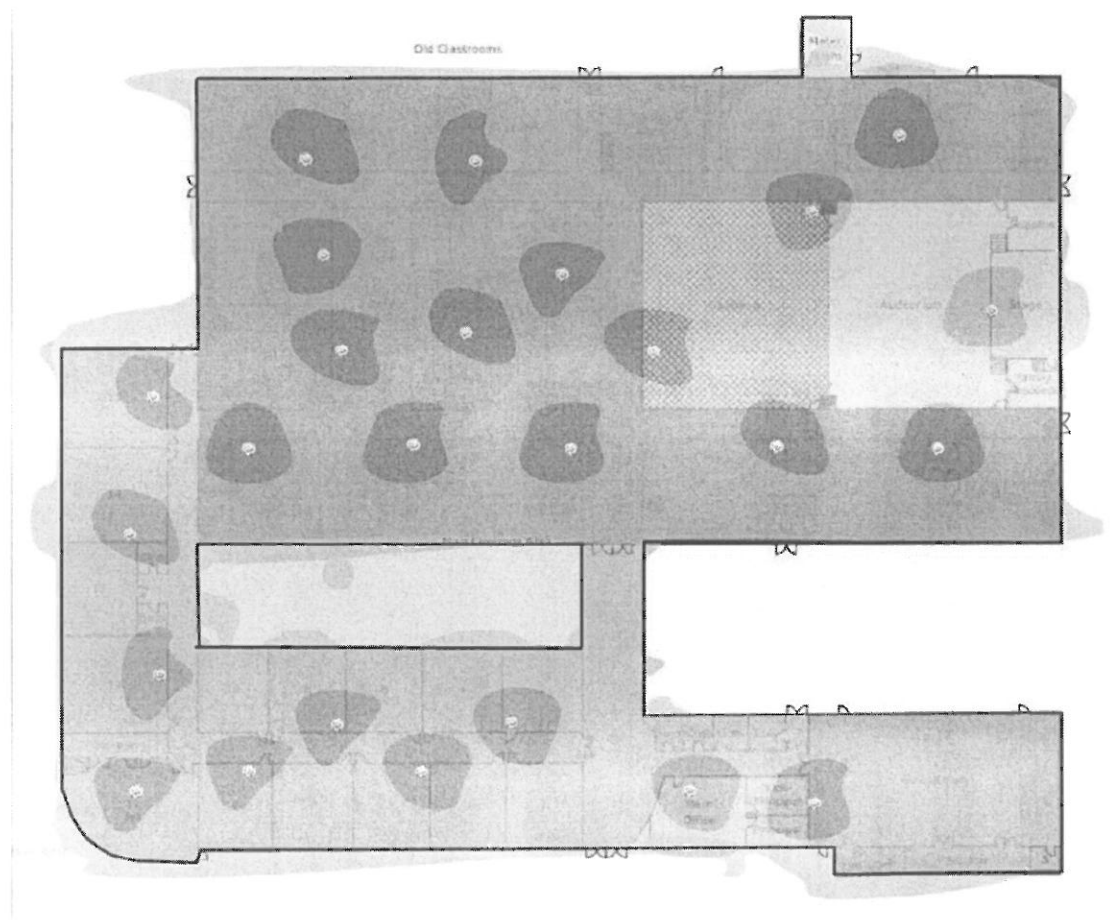


Sage Park Middle, 1st

Sage Park Middle, 2nd



John F. Kennedy Elementary School Grades 3-5



Clover Elementary School Grades 3-5



Oliver Ellsworth Elementary School Grades K-2



Data as of September 12, 2013 at 5:00 PM CT
- Reports are updated hourly

SBAC

Device Indicators

Windsor School District - 86% of Devices Meet the Recommended Requirements

Meeting Requirements

TBD

0%-25%

26%-50%

51%-75%

76%-100%

Organization	Org Code	Completion Status	Total Devices	# Devices Meeting All Recommended Requirements	% Devices Meeting All Recommended Requirements
Clover Street School	CT-1640111	Yes	103	103	100%
John F. Kennedy School	CT-1640811	Yes	114	114	100%
Oliver Ellsworth School	CT-1640911	Yes	26	0	0%
Poquonock Elementary School	CT-1640511	Yes	25	0	0%
Sage Park Middle School	CT-1645311	Yes	105	89	85%
Windsor High School	CT-1646111	Yes	225	209	93%

Data as of September 12, 2013 at 5:00 PM CT
 - Reports are updated hourly

SBAC

Device to Test-Taker Indicators

Windsor School District - 54% of Schools are in the Top Quartile of Device to Test-Taker Readiness, based on Recommended Requirements

Percent Coverage

TBD

- 0%-25%
- 26%-50%
- 51%-75%
- 76%-100%

Organization	Org Code	Completion Status	# Devices Meeting Recommended Requirements	Enrollment Count of Tested Grades	Total # Test Starts Needed per School	Testing Window (Days)	# Sessions per Day	# Possible Test Starts With Existing Devices	% of Students that can be Tested
Clover Street School	CT-1640111	Yes	103	264	1056	8	1	824	78%
John F. Kennedy School	CT-1640311	Yes	114	414	1656	8	1	912	55%
Oliver Ellsworth School	CT-1640911	Yes	0	0	(Not Applicable)	0	0	(Not Applicable)	(Not Applicable)
Poquonock Elementary School	CT-1640511	Yes	0	0	(Not Applicable)	0	0	(Not Applicable)	(Not Applicable)
Sage Park Middle School	CT-1645311	Yes	89	730	2920	9	1	801	27%
Windsor High School	CT-1646111	Yes	209	291	1164	5	2	2090	>100%

Data as of September 12, 2013 at 5:00 PM CT
 - Reports are updated hourly

SBAC

Network Indicators

Windsor School District - 100% of Schools are in the Top Quartile of Network Readiness, based on Recommended Requirements

Percent Coverage

TBD

- 0%-25%
- 26%-50%
- 51%-75%
- 76%-100%

Org	Org Code	Completion Status	Est Internet Bandwidth	Est Internet Bandwidth Utilization (%)	Est Internal Network Bandwidth	Est Network Bandwidth Utilization (%)	Enrollment Count of Tested Grades	Total # Test Starts Needed per School	Testing Window (Days)	# Possible Test Starts in Window	% of Students that can be Tested in the Window
Clover Street School	CT-1640111	Yes	1 Gbps (e.g., Gigabit Ethernet)	19	1 Gbps (e.g., Gigabit Ethernet)	4	264	1056	8	324000	>100%
John F. Kennedy School	CT-1640811	Yes	1 Gbps (e.g., Gigabit Ethernet)	18	1 Gbps (e.g., Gigabit Ethernet)	10	414	1656	8	328000	>100%
Oliver Ellsworth School	CT-1640911	Yes	1 Gbps (e.g., Gigabit Ethernet)	18	1 Gbps (e.g., Gigabit Ethernet)	8	0	(Not Applicable)	0	0	(Not Applicable)
Poquonock Elementary School	CT-1640511	Yes	1 Gbps (e.g., Gigabit Ethernet)	22	1 Gbps (e.g., Gigabit Ethernet)	4	0	(Not Applicable)	0	0	(Not Applicable)
Sage Park Middle School	CT-1645311	Yes	1 Gbps (e.g., Gigabit Ethernet)	16	1 Gbps (e.g., Gigabit Ethernet)	18	730	2920	9	369000	>100%
Windsor High School	CT-1646111	Yes	1 Gbps (e.g., Gigabit Ethernet)	20	1 Gbps (e.g., Gigabit Ethernet)	28	291	1164	5	180000	>100%

**Series 4000
Personnel**

P 4118.5

~~POLICY ON SOCIAL NETWORKING MEDIA~~

The Board of Education recognizes the importance **and utility** of social media **and networks** for its employees, ~~and acknowledges~~. **The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media under applicable law, as it may evolve. The Board acknowledges, for example,** that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. ~~In accordance with the provisions of the First Amendment, the Board will regulate~~**The Board will resolve any conflict between this policy and applicable law in favor of the law.**

Ordinarily, the use of social media by employees, including employees' personal use of social media, ~~when such use will not be a legal or policy issue~~. **While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:**

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

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED: _____
REVISED: _____

~~July 2012~~

September 4, 2013

**Series 4000
Personnel**

ADMINISTRATIVE REGULATIONS REGARDING USE OF SOCIAL MEDIA

The Board of Education recognizes the importance **and utility** of social media **and networks** for its employees, ~~and acknowledges. The laws regarding social media continue to evolve and change. Nothing in the Board's policy or these administrative regulations is intended to limit an employee's right to use social media under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. In accordance with the provisions of the First Amendment, the Board will regulate~~ **The Board will resolve any conflict between the Board's policy or these regulations and applicable law in favor of the law.**

Ordinarily, the use of social media by employees, including employees' personal use of social media, ~~when such use will not be a legal or policy issue. While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from social media use that:~~

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

Definitions:

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

Thus, the term Social Media includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes:

- (1) social-networking sites (i.e. Facebook, LinkedIn, Google+);**
- (2) blogs and micro-blogs (i.e. Twitter, Tumblr);**
- (3) content-sharing sites (i.e. Scribd, SlideShare); and**

Social media includes, but is not limited to, social networking sites, such as Twitter, Instagram, Facebook, LinkedIn, YouTube, and MySpace. **(4) imagesharing and videosharing sites (i.e. Flickr, YouTube, Instagram, Vine, Pinterest).**

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

Rules Concerning Personal Social Media Activity

1. ~~An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education.~~
2. ~~Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, on Facebook, absent an unrelated online relationship (e.g., relative, family friend, or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.~~
3. ~~Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.~~
4. ~~Employees must refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal social media. Such communications reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.~~
5. ~~Employees are individually responsible for their personal communications through social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's communication through social media as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.~~
6. ~~Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on~~

school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.

- ~~7. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, cellular telephones or other electronic data devices.~~
- ~~8. All communications through personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her supervisor prior to communicating such information.~~
- ~~9. An employee may not link a personal social media page to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.~~
- ~~10. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.~~

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the **prior** permission of ~~his/her supervisor~~ the Curriculum Supervisor for Education Technology. The employee must comply with the following rules:
2. If an employee wishes to use Facebook or other similar social media sites ~~to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:~~
 - ~~The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).~~
 - ~~When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.~~

- ~~Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.~~
 - ~~Parents shall be permitted to access any page that their child has been invited to join.~~
 - Access to the page may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the page will monitor it regularly.
 - The employee's supervisor shall be permitted access to any page established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
- 3. Employees are required to refrain from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications on district-sponsored sites.
- 4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
- 5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media while using district computers, cellular telephones or other data devices.
- 6. All communications through district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her supervisor prior to communicating such information.
- 7. An employee may not link a district-sponsored social media page to any personal social media sites or sites not sponsored by the school district.
- 8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
- 9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Rules Concerning Personal Social Media Activity

- 1. The Board understands that employees utilize social media and the web for personal matters in the workplace. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including a review of employee blogging and personal social media activity. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, cellular telephones or other electronic data devices. While the Board reserves the right to monitor use of its computer systems, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other Board policies.**
- 2. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board of Education.**
- 3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated online relationship (e.g., relative, family friend, or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.**
- 4. In accordance with the public trust doctrine, employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal social media. Such communications reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.**

- 5. Employees are individually responsible for their personal communications through personal social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's communication through personal social media as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.**
- 6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing personal social media sites through district computer systems. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.**
- 7. All communications through personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her supervisor prior to communicating such information.**
- 8. An employee may not link a personal social media page to the Board of Education's website or the websites of individual schools, programs or teams; or post official Board of Education material on a personal social media site or webpage without written permission of his/her supervisor.**
- 9. All of the Board of Education's policies and administrative regulations apply to employee use of personal social media in the same way that they apply to conduct that occurs in the workplace and off duty conduct.**

Disciplinary Consequences

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

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED: _____
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~~July 2012~~

September 4, 2013

Section: Personnel Certified/Non Certified

Subject: SOCIAL NETWORKING

P-4118.5

**BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT**

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass coworkers or other members of the school community,
- 3) creates a hostile work environment,
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district,
- 6) harms the goodwill and reputation of the school district in the community, or
- 7) violates the law, board policies and/or other school rules and regulations.

The Board of Education therefore adopts the following guidelines for the use of social media by Board of Education employees.

Definitions:

Social media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.

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

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
2. Employees must refrain from mentioning other Board of Education employees or other members of the school community (*e.g.*, parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same.

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3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, it is not appropriate for a teacher or administrator to “friend” or communicate with a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the Board of Education’s logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee’s social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. All posts on personal social media must comply with the Board of Education’s policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
8. An employee may not link a personal social media site or webpage to the Board of Education’s website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.
9. Employees are required to comply with all Board of Education policies and regulations with respect to the acceptable use of computer equipment, networks or electronic devices when accessing any Internet web site. Employees are not to access personal social media activities

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while on school property or using school district equipment. Use of technology may not interfere with an employee's duties at work. (See AR-4118.3, 4218.3)

10. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any personal communication or post on any web site while using district computers, cellular telephones or other electronic data devices.
11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Interactive Sites for School Purposes

1. Employees may use interactive "Web 2.0" sites similar to social media (for example, WikiSpaces for Educators) as an educational tool or in relation to extracurricular activities or programs of the school district provided that the procedures below are followed and that the employee obtains the permission of his/her supervisor prior to setting up the site. The employee's supervisor will also be provided access to any site that is established.
2. Per AR-4118.3/AR-4218.3, such activity will be used only for specific school related purposes. Sites used for these purposes must be closed in that the employee must set up password-protected access for the students and staff involved. Sites may not be publicly available. Activity must be moderated, monitored and supervised by the employee(s) who set(s) up the site.
3. Employees are required to use appropriately respectful speech on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Proper professional boundaries must be recognized at all times and all content and communication should be related only to the school purposes for which the site was established. Communication that is sensitive or personal in nature is to be avoided. Employees must also supervise student speech to ensure that it complies with the criteria above.
4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the acceptable use of computer equipment, networks or

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devices when accessing district-sponsored sites. They must also supervise student use to ensure compliance. See AR 4118.3/AR 4218.3 (personnel) and AR 6340 (students).

5. The Board of Education reserves the right to monitor all employee and student use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any communication or post while using district computers, cellular telephones or other data devices.
6. All content and posts on district-sponsored sites must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information being considered for posting by him/herself or by students, the employee shall consult with his/her supervisor prior to making the post.
7. An employee may not link a district-sponsored site or webpage to any personal social media sites or sites not sponsored by the school district. They will also inform students about the prohibited linking.
8. An employee may not use district-sponsored sites for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose. They must also supervise student use to ensure that it complies.
9. An employee may not use district-sponsored sites in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such. They must also supervise student use to ensure that it complies.

Disciplinary Consequences

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

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Legal References:

U.S. Constitution, Amend. I

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Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

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