

POLICY COMMITTEE MEETING
OCTOBER 2, 2017
CENTRAL OFFICE – LIBRARY
4:30 PM

AGENDA

COMMITTEE MEMBERS:

N. Carlow	J. Moses
R. Deakin	M. Nadeau
A. Dube	

- Attendance
- GCSA-R – Employee Computer and Internet Use: Administrative Procedure (15 mins)
- JEA – Compulsory Attendance (15 mins)
- EBCE – School Closing and Cancellations (15 mins)
- BCB – Conflict of Interest

NEXT MEETING: October 16 @ 4:30 p.m.

MSAD 6

Employee Computer and Internet Use – Administrative Procedure

Each employee is responsible for his/her actions and activities involving MSAD 6 computers/devices, network and Internet services, and for his/her computer/device files, passwords and accounts. These rules provide general guidance concerning the use of the district's computers/devices and examples of prohibited uses. The procedures do not attempt to describe every possible prohibited activities by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Director.

A. Access to School Computers/Devices, and Acceptable Use

The level of employee access to MSAD 6 computers/Devices, network, and Internet services is based upon specific employee job requirements and needs. Unauthorized access to secure areas of MSAD 6 computers/devices and network is strictly prohibited. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using MSAD 6 computers/devices, network and Internet services, whether in use at school or off school premises.

B. Employee access to the MSAD 6 technology, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the MSAD 6's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the MSAD's technology, networks and Internet services.

Employees are to utilize the MSAD 6's technology, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school technology is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, rules and laws.

B. Prohibited Use

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies, procedures or school rules including harassing, discriminatory, or threatening communications and behavior; violations of copyright laws, or software licenses; etc. MSAD 6 assumes no responsibility for illegal activities of employees while using school computers/devices.
2. Any attempt to access unauthorized web sties or any attempt to disable or circumvent MSAD 6's filtering/blocking technologies.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any inappropriate communications with students or minors for non-school related purposes.
5. Any use for private business, or commercial, advertising or solicitation purposes.
6. Any use as a forum for communicating with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or the Technology Director.
7. Any communication that represents an employee's personal views as those of MSAD 6 or that could be misinterpreted as such;
8. Sending mass e-mails to school users or outside parties for any purpose without the permission of the Technology Director or building administrator.
9. Any malicious use, damage or disruption of the MSAD 6's computers/devices, network, and Internet services or any breach of security features; any failure to report a security breach; or misuse of computer/device passwords or accounts (the employee's or those of other users).

10. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that you know to contain viruses.
11. Any misuse or damage to the MSAD 6 technology equipment.
12. Misuse of the technology – sharing passwords, hacking account access, or allowing others to view student information. This is not intended to be a comprehensive list of potential violations.
13. Using school technology, networks and Internet services after such access has been denied or revoked.
14. Any attempt to delete, erase or otherwise conceal any information stored on school technology that violates these rules.

C. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

D. Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

Employees and volunteers who use school computers/devices for instructional purposes have a duty of care to supervise such use and to enforce MSAD 6 policies and procedure concerning student computer/device use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building administrator.

E. Compensation for Losses, Costs and/or Damages

The employee will be responsible for any losses, costs or damages incurred by MSAD 6.

F. MSAD 6 Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

MSAD 6 assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, electronic

payment services, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations.

E. Disciplinary Action Related to Losses, Costs and/or Damages

Progressive discipline will be applied as outlined in Collective Bargaining Unit Agreements. For non-bargaining unit employees, progressive discipline will be applied starting with a verbal reprimand up to and including termination.

F. Additional Rules for Use of Privately-Owned Computers/Devices by Employees

1. Use of a personal computer/device may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on the district's network or staff would be unreasonable, or if the Technology Department determines that said device does not meet minimum required standards.
2. The employee is responsible for proper care of his/her privately-owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer/device at school. Privately-owned computers/devices must have current virus protection.
3. MSAD 6 is not responsible for damage, loss or theft of any privately-owned computer/device.
4. Employees are required to comply with all Board policies/procedures and school rules while using privately-owned computers/devices at school.
5. Employees have no expectation of privacy in their use of a privately-owned computer/device while it is being used at school. The contents of the computer/device may be searched in accordance with applicable laws and policies.
6. MSAD 6 may confiscate any privately-owned computer/device brought to school and used by an employee in school, *with or without* authorization as required by these rules.

Cross Reference: GCSA - Employee Computer and Internet Use
IJNDB - Student Computer and Internet Use and Internet Safety
IJNDB-R - Student Computer and Internet Use and Internet Safety
Administrative Procedure

Effective: June 17, 2002

Revised: November 19, 2012, December 2, 2013

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MSAD 6

Compulsory Attendance

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

- A. A person who graduates from high school before their 17th birthday;
- B. A person who has:
 - 1. Reached the age of 15 years or completed the 9th grade;
 - 2. Permission to leave school from that person's parent;
 - 3. Been approved by the principal for a suitable program of work and study or training;
 - 4. Permission to leave school from the Board or its designee; and
 - 5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the commissioner; or
- C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to attendance in a public school under this paragraph must be approved by the Commissioner.
- D. **A person enrolled in an online learning program or course, unless the person is enrolled in a virtual public charter school as defined in 20-A MRSA §2401(11).**

Alternatives to Attendance at Public Day School

- A. Equivalent instruction alternatives are as follows:
 - 1. A person will be excused from attending a public day school if the person obtains equivalent instruction in:

- a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;
- b. A private school recognized by the department as providing equivalent instruction;
- c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or
- d. Any other manner arranged for by the Board and approved by the Commissioner.

- B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses.)**

Credit for Attendance at a Private School

A student will be credited with attendance at a private school only if a certificate showing the name, residence, and attendance of the person at the school, signed by the person or persons in charge of the school has been filed with the school officials of MSAD 6 in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided by law. The receiving school will determine the placement of the student. At the secondary level, the principal of the receiving school will determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

Excusable Absence

A person's absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;

- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose which has been approved; or
- F. An Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents are responsible for the attendance of students who are under 17 years of age. The Board will work with families in an effort to ensure compliance.

Secondary school students 20 years of age or more will only be admitted to the MSAD 6 school with prior Superintendent approval.

FIRST READING: April 2, 2001

ADOPTED: April 23, 2001

REVIEWED: October 4, 2004

REVISED: October 18, 2004; October 19, 2009; May 19, 2014

Legal Reference: 20-A MRSA § 5001-A; 5003; 5201 Ch. 125 § 8.06 (Maine Dept. of Ed. Rule)

Reference: IHBG - Home Schooling
JEAA – Student Attendance/Student Absences and Tardiness
JFC - Dropout Prevention Student Withdrawal From School
~~JHB – Truancy~~

SCHOOL CLOSINGS AND CANCELLATIONS

The Board authorizes the Superintendent to cancel or close school(s) for the day, delay opening, or dismiss school(s) early in the event of severe weather, hazardous travel conditions, or other emergencies which present threats to the safety of students and staff. Decisions to close school for the day should be made no later than 6:00 a.m.

When school is closed for the day or dismissed early, all after-school and evening school-sponsored activities and community use of school facilities will be cancelled or postponed. The exception will be scheduled home and away interscholastic contests, which may be held if travel conditions are deemed to be safe as determined by the Superintendent, Transportation Manager, and Athletic Director. The Superintendent's decision is final.

Notice of closing or cancellation will be given to students and parents/guardians by means of media announcements or by other appropriate means. Such notice will be given sufficiently in advance of the school session in order to avoid confusion and inconvenience.

When school is in session, it remains the responsibility of parents/guardians to decide whether or not their children will attend school under the existing conditions.

Storm days lost in excess of the number provided for in the school year calendar will be made up by **conducting classes on the weekend, rescheduling or shortening scheduled vacation periods or postponing the close of the school year**, as determined by the Board.

(OPTIONAL) If approved by the Board, the Superintendent may submit a plan to the Commissioner that would provide for a one-hour extension of the school day for up to 25 days in a school year. If approved by the Commissioner, five one-hour extensions would be counted as an additional school day. Extended days may be used only for the purpose of making up school days missed due to weather or other emergency closures.

Legal Reference: 20-A MRSA §4801(F)

First Reading: June 13, 2015
Adopted: August 3, 2015
Reviewed:
Revised:

Conflict of Interest

Board service is a matter of public trust. In making decisions that affect the MSAD 6 schools, Board members have the duty to act in the interest of the common good and for the benefit of the people they represent.

A conflict of interest may arise when there is an incompatibility between a Board member's personal interest and his/her responsibilities as an elected official in a matter proposed or pending before the Board. Board members have a legal and ethical responsibility to avoid not only conflict of interest, but the appearance of conflict of interest as well.

Financial Interest

A Board member has a financial interest in a question or contract under consideration when he/she or a member of his/her immediate family may derive some financial or other material benefit or loss as a result of the Board action. The vote of the Board is voidable if a Board member has a financial interest and votes on that question or is involved in the discussion, negotiation, or award of a contract or other action in which he/she has a financial interest.

In order to prevent the vote on a question or contract from being voidable, a Board member who has a financial interest must:

- A. Make full disclosure of his/her interest before any action is taken; and
- B. Abstain from voting, from the negotiation or award of the contract and from otherwise attempting to influence the decision.

The Secretary of the Board will record in the minutes of the meeting the member's disclosure and abstention from taking part in the decision in which he/she has an interest.

It is not the intent of this policy to prevent a Board member from voting or ~~the school unit~~ **MSAD 6** from contracting with a business because a Board member is an employee of that business or has another, indirect interest but is designed to prevent the placing of Board members in a position where their interest in the schools and their interest in their places of employment may conflict and to avoid appearances of conflict of interest.

Code of Conduct for Federally Funded Projects

When a Board member participated in the selection, award or administration of a contract that is supported by a federal award, the Board member will also comply with the Board's policy DJC – Purchasing and Contracting: Procurement Staff Code of Conduct.

Appearance of Conflict of Interest

A Board member should do nothing to give the impression that his/her position or vote on an issue is influenced by anything other than a fair consideration of all sides of a question.

Board members will attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention.

Appointment to Office and Other Employment

A Board member may not, during the time the member serves on the Board and for one year after the member ceases to serve on the Board, be appointed to any civil office of profit or employment position which has been created or the compensation of which has been increased by action of the Board during the time the member served on the Board.

Employment

A member of the Board or spouse of a member may not be an employee in a public school within the jurisdiction of the Board to which the member is elected or in a contract high school or academy located within a supervisory union in which the member is a representative on the union committee.

Board Members as Volunteers

A member of the Board may not serve as a volunteer when that volunteer has primary responsibility for a curricular, co-curricular or extracurricular program or activity. MSAD 6 encourages its Board Members to volunteer and become active in its schools; however, no School Board Member, or spouse of a member, may serve on the Executive Board of a Booster Group for curricular, co-curricular or extra-curricular program or activity.

Definitions

- A. “Employee” means a person who receives monetary payment or benefits, no matter the amount paid or hours worked, for personal services performed for **in MSAD 6. a school administrative unit.**
- B. “Volunteer” means a person who performs personal services for ~~a school administrative unit~~ **MSAD 6** without monetary payments or benefits of any kind or amount.

Legal Reference: 20-A M.R.S.A. § 1002-1004
20-A M.R.S.A. § 1315 (SADS’s)
30-A M.R.S.A. § 2604-2606

Cross Reference: ~~BEDFA—Abstentions~~
BCA – Board Member Code of Ethics
DJH – Purchasing and Contracting: Procurement Staff Code of Conduct

First Reading: May 21, 2012
Adopted: June 4, 2012
Reviewed: January 21, 2014