

Policy Development Committee Agenda

9/10/2019

**7:00 A.M. ~ Gilford High School
Administrative Conference Room**

Policies to Review

JBAB – Transgender and Gender Non-Conforming Students

GBEF – Employee Use of District-Issued Computers & Devices

GBEF-R – Employee Use of District-Issued Computers & Devices

GCG – Part-Time and Substitute Professional Staff Employment

GCGAA – Per Diem Rates for Substitute Teachers

JLF – Reporting Child Abuse or Neglect

GSD Proposed Policy
11-1-16 Policy Committee
12-6-16 Policy Committee – 2nd reading
1-9-17 School Board Meeting – 1st reading
1-12-2017 Sent to GEA for feedback
2-6-17 School Board Meeting – 2nd reading
2-14-17 Policy Committee – 3rd reading
9-10-2019 Policy Committee – 4th reading

TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

I. PURPOSE

The Gilford School District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

II. DEFINITIONS

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

"Transgender" describes people whose gender identity is different from their gender assigned at birth.

"Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.

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9-10-2019 Policy Committee – 4th reading

III. GUIDANCE

A. Privacy

The Gilford School Board recognizes a student's right to keep private one's transgender status or gender nonconforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information. School personnel should not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

B. Official Records

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

C. Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

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D. Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

E. Restroom Accessibility

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

F. Locker Room Accessibility

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

G. Physical Education Classes & Intramural Sports

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

H. Interscholastic Competitive Sports Teams

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

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Interscholastic athletic activities should be addressed through the NHIAA participation policy, Article III, Section 5.

I. Dress Codes

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

J. Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints

(Adopted:)

NHSBA Sample Policy
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JBAB - TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

(Download policy)

Category: Optional

I. PURPOSE

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New Sample Policy: April 2015

NHSBA Note, April 2015: This new sample policy has been developed in response to NHSBA member inquiry and request.

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REPORTING CHILD ABUSE OR NEGLECT

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the New Hampshire Division for Children, Youth and Families (DCYF) and the building Principal and or Designee. The Principal and/or Designee shall then immediately notify the Gilford Police Department. The Principal and/or Designee will then notify the Superintendent within twenty-four (24) hours that a report to DCYF has been made.

The reporting employee, within twenty-four hours (24), must follow the oral report with a written report. The report should contain the name and address of the child suspected of being abused or neglected; the person responsible for the child's welfare; the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries); the identity of the person or persons suspected of being responsible for such neglect or abuse; and any other information that might be helpful in establishing neglect or abuse that may be required by DCYF. The reporting employee shall provide the building Principal and/or Designee a signed copy of the written report. The Principal will submit the written report to the Superintendent or Designee within forty eight (48) hours.

The School Board requires all School District employees receive routine training or information on how to identify child abuse or neglect.

It is not the responsibility of the school employee to investigate whether the child has been abused or neglected.

The Principal and/or Designee of each school shall post a sign in a clearly visible location in a public area within the school that is readily accessible to students, in the form provided by DCYF that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing DCYF's website.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
RSA 169-C:29, Persons Required to Report
RSA 169-C:30, Nature and Content of Report
RSA 169-C:31, Immunity from Liability
RSA 169-C:34, III, Duties of the Department of Health and Human Services
RSA 189:72, Child Abuse or Neglect Information

(Adopted: 9/9/1985)

(Revised: 11/4/2013, 9/4/2018)

NHSBA Sample Policy. Revised to (a) more closely track the requirements RSA 169-C, (b) clarify the participation of the Principal, (c) include reference to the NH Code of Conduct for Educators, and (d) provide a mandate for annual training.

9-10-2019 Policy Committee

New Hampshire School Boards Association

Sample Policy JLF

REPORTING CHILD ABUSE OR NEGLECT

Category: Priority/Required by Law

Related Policies: GBEBA, IJOC & JICK

A. Statutorily Mandated Reporting – All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to **DCYF**, call **24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- (b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy *JICK*, and hazing under RSA 671:7. See also Board Policy *GBEBA*. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage and Notification.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by

the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Legal References:

NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report
RSA 169-C, Child Protection Act
RSA 169-C:29-39, Reporting Law
RSA 189:72, Child Abuse or Neglect Information
RSA 193-D:4, Safe School Zones, Written Report Required

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NHSBA history: Revised – July 2019, May 2008, October 2004, November 1999, and July 1998

NHSBA note, July 2019, Sample policy JLF was revised to (a) more closely track the requirements RSA 169-C, (b) clarify the participation of the Principal, (c) include reference to the NH Code of Conduct for Educators, and (d) provide a mandate for annual training. See adoption notes above for further information.

w/p-update/2019 Spring/JJL Reporting 2019-7 (d)

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PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned instructional program. The Superintendent, in conjunction with the principal, will conduct an annual orientation of substitute teachers prior to opening of school.

SUBSTITUTES PAY

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review. All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment at the District's expense.

REGULATIONS CONCERNING SUBSTITUTES

1. Substitute teachers must hold a Bachelor's Degree or equivalent experience. Substitute paraprofessionals must hold a high school diploma or have experience at the college level, or some experience working with children.
 - ◇ Exceptions to the above regulation may be made by the building principal for individual teaching assignments. Such exceptions shall not be construed as grounds for permanent admission to the substitute roster.
2. College undergraduates may be assigned to the substitute list for GES and GMS if they have reached their junior year and have experience working with students. Student teachers assignment in Gilford classrooms may substitute no more than 3 days during their term only in the classroom of their supervising teacher.
3. A student teacher who is substituting will be paid at the regular rate.
4. Substitute teachers must complete a criminal record check, which will be paid for by the Gilford School District.

Legal References:

RSA 189:13-a, School Employee and Volunteer Background Investigations

**(Adopted: 4/4/2011)
(Revised: 5/6/2013)**

PER DIEM RATES FOR SUBSTITUTE TEACHERS

The following guidelines will be utilized in the calculation of substitute teacher wage/benefits.

<u>TERM</u>	<u>PER DIEM RATE</u>
Up to ten (10) days in same assignment or any number of days in various assignments	1) District substitute Rate: \$75.00 2) Nurse substitute Rate: Bachelor entry level per diem.
Long Term Substitute: 11-89 consecutive days in same assignment	1) BA annual salary divided by 186, to be effective on the 11 th consecutive day
Permanent Substitute: 90 Consecutive days or more in the same assignment	1. Actual annual salary that would be earned by the substituting teacher in a contract assignment divided by 186. 2. Five sick days 3. Listed benefits should be consistent with the negotiated agreement. (Pro rate 1/2 time.)

If at the time of the assignment, it is known that it will be eleven (11) days or longer, the higher applicable rate may be paid as of the first day. Given unusual circumstances, modifications may be made at the discretion of the superintendent of schools.

Additional Information

Certified/HQT teachers will be hired as “long term substitutes” or “permanent substitutes.” In cases where teachers are not certified/HQT, the school district shall request “permission to employ” from the N.H. DOE

Long term and permanent substitutes will receive a letter of understanding regarding their responsibilities.

(Adopted: 9/01/92)
(Revised 3/13/00, 5/3/2010, 10/6/2014)

(Ref. 4263)

Sample policy – We do not have this policy.
4-9-2019 Policy Committee
5-6-2019 School Board – 1st reading
5-8-2019 Sent to GEA
8-5-2019 School Board – 2nd reading
9-10-2019 Policy Committee

EMPLOYEE USE OF DISTRICT-ISSUED COMPUTERS & DEVICES

The School Board recognizes the value and importance of a wide range of technologies for a well rounded education. The Gilford School District provides its faculty, employees, and administrative staff access to technology devices, software systems, network and Internet services to support research and education. The School Board expects the staff to blend thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all students in the appropriate use of these resources. The District will provide ongoing professional development and access to information technologies to assist the staff in meeting the District's goals and instructional and skill level expectations. All components of technology use shall be used in ways that are legal, respectful of the rights of others, and protective of juveniles and that promote the educational objectives of Gilford School District.

The Superintendent establishes rules for Responsible Technology and Internet Use (GBEF-R). Violation of this policy or these rules by faculty, employees, or administrative staff of Gilford School District may result in suspension and/or termination of access privileges, disciplinary action, and/or appropriate legal action.

This policy and the accompanying rules also apply to district devices issued directly to staff (such as laptops, chromebooks, or other technology devices), whether in use at a school or off school premises. Employees are provided the use of district computers/devices to fulfill their job responsibilities.

Personal Use of District Technology and Systems

Gilford School District's computers/devices, software systems, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of district computers/devices is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance, 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy/procedure or school rules. Personal (other than incidental use), private or political business, including product endorsement or for financial gain, must be conducted elsewhere. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities. Use of district technology by other non-district employees (ie: family members) is strictly prohibited.

Compliance with this policy and the accompanying rules concerning computers/devices, network, software systems and Internet services use is mandatory. All users will abide by proper electronic communication ethics and rules and user responsibilities as defined in GBEF-R. An employee who violates this policy and/or any rules governing use of the Gilford School District's computers/devices, software systems, network and/or Internet services shall be subject to disciplinary action, up to and including termination.

Illegal use of the Gilford School District's computers/devices, network, software systems and Internet services will also result in referral to law enforcement.

Sample policy – We do not have this policy.
4-9-2019 Policy Committee
5-6-2019 School Board – 1st reading
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No Expectation of Privacy

The Gilford School District’s computers/devices, software systems, networks, and Internet services remain under the control, custody and supervision of the District at all times. The Gilford School District reserves the right to monitor all computer/device, email and Internet activity by employees, whether accessed on or off school premises. Employees have no expectation of privacy in their use of district computers/devices, software systems, networks and Internet services. All email messages or files on District software systems (local or cloud based), including files created by an employee, are the property of the Gilford School District, and the contents are subject to review at any time for any reason.

Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through faculty handbooks, and/or other means selected by the Superintendent.

Implementation and Rules

The Superintendent and his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the Gilford School District’s computers/devices, software systems and network may be implemented, consistent with Board Policies and rules.

*Sample policy. We do not have this policy
4-9-2019 Policy Committee
5-6-2019 School Board – 1st reading
5-8-2019 Sent to GEA
8-5-2019 School Board – 2nd reading
9-10-2019 Policy Committee*

EMPLOYEE USE OF DISTRICT ISSUED COMPUTERS & DEVICES

Purpose

The purpose of these rules is to encourage and promote appropriate knowledge, procedures, and use of the Gilford School District Technology, software systems, network, and Internet services. Specific responsible uses of the District technology include:

1. Purposes directly related to Gilford School District's mission, goals, and the employee's assigned tasks;
2. Professional development, training or education, or discussions related to the employees' job;
3. Research related to issues pertinent to Gilford School District or assigned task; and
4. Research related to new laws, procedures, policies, rules, or information that pertains to Gilford School District interests.

The Gilford School District's Employee Use of District Issued Computers, Devices and the Internet Policy (GBEF) applies to all employee's use of all district technology devices and systems accessed on or off school property. Each employee is responsible for his/her actions and activities involving Gilford School District computers/devices, software systems (ie. Google G Suite, Frontline and Student Information System), network and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the Gilford School Districts computers/devices, software systems, network, and Internet services, and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees.

Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the District's Director of Technology.

1. Access to District Computers/Devices and Responsible Use

The level of employee access to computers/devices, software systems, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of computers/devices, software systems, network, and Internet services is strictly prohibited. Employees are expected to protect any confidential or sensitive information they can access from all district systems by logging off or locking systems while unattended. This includes personal devices used to access email, G Suite, district student information system and apps and extensions.

All School Board policies, school rules and expectations for professional conduct and communications apply when employees are using the Gilford School District's computers/devices, software systems, network and Internet services, whether in use at school or off school premises.

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2. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- a. Any use that is illegal or which violates Policy GBEF, RSA 189:66 (Data Governance Manual / Procedures) and/or other Board policies/procedures or school rules, including harassing, discriminatory, threatening or bullying/cyberbullying communications and behavior; violations of copyright laws or software licenses; etc. The Gilford School District assumes no responsibility for illegal activities of employees while using school district computers/devices, software systems, network, and/or Internet services.
- b. Any attempt to access unauthorized websites or any attempt to disable or circumvent the Gilford School District's filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with the district technology IT staff or ISO.
- c. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to unhealthy interests.
- d. Any communications with students or minors for non-school-related purposes.
- e. Downloading "apps" or using or encouraging students to use other online educational services without prior authorization from the Director of Technology or building administrator.
- f. Any use for private financial, commercial, advertising or solicitation purposes.
- g. Any sending of email or other messages to groups of school employees (except in the performance of their duties as school employees) without permission of the building administrator, Superintendent or IT Dept. Prohibited uses of the school's message systems also include but are not necessarily limited to:
 - i. Solicitation of membership in any non-school-sponsored organization;
 - ii. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;
 - iii. Political or religious purposes;
 - iv. Raising funds for non-school-sponsored purposes, whether profit-making or

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- v. not-for-profit;
 - i. Selling articles or services of any kind, advertising or promoting any kind of business; or
 - ii. Any communications that represent an employee's views as those of the Gilford School District or school in the district or that could be misinterpreted as such.
- h. Sending mass emails or messages to school users or outside parties for any purpose without the permission of the Director of Technology or building administrator.
- i. Sharing passwords or other login information (except with authorized school employees), using other users' passwords and/or login information, accessing or using other users' accounts; or attempting to circumvent network security systems.
- j. Any malicious use, damage or disruption of the Gilford School District's computers/devices, software systems, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
- k. Any attempt to delete, erase or otherwise conceal any information stored on a district computer/device or district software system that violates these rules or other Board policies or school rules, or refusing to return computers/devices or related equipment to the employee upon request.

3. Access or Disclosure of Confidential Information

Employees are expected to use appropriate judgement and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential, and is not disclosed, used or disseminated without proper authorization. Email messages and files should only be accessed by the intended recipient. The guidelines outlined in the Gilford School District Data Governance Manual must be followed at all times.

4. Employee/Substitute/Volunteer Responsibility to Supervise Student Computer/Device Use

- a. Employees, substitute teachers and volunteers who use district computers/devices, software systems, networks, and Internet services with students for instructional purposes have a duty of care to supervise such use and to enforce the school district policies and

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- b. rules concerning student computer/device and Internet use. When, in the course of their duties, employees, substitutes or volunteers become aware of a student violation or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.
- c. Any allowed student use of interactive electronic communications must be reasonably monitored.

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

An employee is responsible for compensating the Gilford School District for any losses, costs or damages incurred by the Gilford School District for violations of Board policies and school rules while the employee is using the district's computers/devices, software systems, networks, and/or Internet services, including the cost of investigating such violations. The Gilford School District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school district computers/devices.

6. Google G-Suite for Education

The Gilford School District, at its discretion, creates Google G-Suite for Education accounts for eligible employees. Google G-Suite features will be enabled on a user-by-user-basis at the discretion of the Director of Technology. Use of the Google G-Suite is subject to Google's acceptable use policy (a copy of which is available to employees upon request from the Technology Department), as well as all other school district policies, procedures, and rules. Employees must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to, not sharing passwords or other login information, logging out of accounts when not in use, never attempting to access or accessing another user's account without permission, and being careful and purposeful when deciding whether to share access to information with other school district employees.

Specific exceptions to these rules that are consistent with Gilford School District's research and educational objectives may be proposed. Any requested exception must be submitted in writing with an explanation and justification of the exception and must be approved in advance by the Superintendent or designee.

7. Student Accounts – Websites, Apps & Extensions

Due to the state law, RSA 189:66, Gilford School District has a new process for new online resources and a vetting process when evaluating new App/Online Tools for potential adoption. Only online apps/tools/extensions that are appropriate to meet the instructional goals, are well

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designed and meet the legal requirements to protect student privacy and data are approved for use by students.

Staff must check the Approved list prior to creating accounts on websites or using apps/extensions with students.

Annual Acknowledgment and Consent Form For Faculty, Employees, and Administrative Staff

I have read, understand and will abide by, the Employee Computer/Device and Internet Responsible Use rules. I understand that any violation of Gilford School District policies or the rules may result in

suspension and/or termination of access privileges, disciplinary action, and/or appropriate legal action.

Employees who have questions about compliance with Gilford School District requirements should contact the building administrator or the Director of Technology.