

## **Personnel — Certified and Non-Certified**

### **Instruction**

#### **Use of New Web Tools/Digital Learning Platforms**

Online communication is critical to our students' learning of 21<sup>st</sup> Century Skills and to the communication efforts of the staff. Web tools and digital learning platform tools such as student and staff generated digital content and learning management systems offer authentic, real-world vehicles for student and staff expression. As educators, our primary responsibility to students is their safety. Hence, expectations for classroom content, generated content, student/staff protected e-mails, or other web interactive use must follow all established Internet safety guidelines.

#### **Digital Learning Terms and Conditions**

- The use of new web tools/Digital Learning Platforms is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses all new web tools/digital learning platforms. This includes, but is not limited to, profanity and racist, sexist or discriminatory remarks.
- Teachers must monitor all communication on blogs, podcasts, learning management systems or other Web tools that are used by students in the classroom.
- Students and staff using any web tools are expected to act safely by keeping all personal information out of their posts.
- A student should never post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and, therefore, must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use their blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow district blogging guidelines. Comments made on blogs should be monitored and – if they are inappropriate – deleted.
- Never create a link to web sites from your blog or blog comment or in any digital learning platform without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and to treat web tools and resources as classroom spaces. Speech that is inappropriate for class is also inappropriate for digital learning.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

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#### **Use of New Web Tools/Digital Learning Platforms (continued)**

- Blogging is prohibited during the school day, and the use of school mascots, symbols, logos or other district trademarks is prohibited unless it is a part of a classroom/instructional activity.
- The use of school district property for personal blogs is prohibited.
- Employees shall not develop any classroom or work-related websites, blogs forums, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or his/her designee. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Due to the unfiltered nature of blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District reserves the right to delete material on any such online communications.

Employees and students who utilize new web tools and digital learning platforms may not violate the privacy rights of employees and students, may not use District personal and private information/data, images and copyrighted material in their blog, and may not disrupt the District.

Administrators may monitor all content at any time.

Students or staff engaging in gross disobedience and misconduct may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

- (cf. 4118.4/4218.4 - E-Mail (Electronic Monitoring) (staff))
- (cf. 4118.5/4218.5 - Staff Acceptable Computer Network Use)
- (cf. 5131.913 - Cyberbullying)
- (cf. 6141.321- Student Acceptable Use of the Internet)
- (cf. 6141.322 - Websites/Pages)
- (cf. 6141.323 - Internet Safety Policy/Filtering)
- (cf. 6141.321 - Acceptable Use of the Internet)
- (cf. 6141.322 - Web Sites/Pages)

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Legal Reference: Connecticut General Statutes  
 1-19(b)(11) Access to public records. Exempt records.  
 10-15b Access of parent or guardians to student's records.  
 10-209 Records not to be public.  
 11-8a Retention, destruction and transfer of documents  
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
 46b-56 (e) Access to Records of Minors.  
 Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).  
 Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
 HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act)  
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)  
*Board of Education v. Pico*, 457 U.S. 868 (1988)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy Adopted from CABE:

BROOKFIELD PUBLIC SCHOOLS  
 Brookfield, Connecticut