Board of Education Policy Committee Members Present:
Sheila Daniels, Chair; Christopher Drake

Also Present:
Dr. Patricia Charles, Superintendent, Michael Skott, Director of Technology Kathleen F. Bengtson, Administrative Assistant, and Meg Susi, Community Member.

The following policies and bylaws were discussed.

#3520.13 – Student Data Protection and Privacy/Cloud-Based Issues - Michael Skott discussed the new public act the State pasted which should be put into effect on October 1, 2016. Recently, he had attended a seminar on this data privacy law. Logically, this policy builds on FERPA, but the timeline is difficult.

We have an inappropriate time to notify parents of a breach. The Connecticut Commission on Educational Technology is separate from the State Department of Education and has a new director who may be pushing to coordinate the State contracts with PowerSchool and Google.

Contract from Shipman and Goodwin is shorter and just deals with the requirements of the public act, does not have anything relating to purchasing of applications. Shipman and Goodwin has recommendations on the numbers of days required by vendor for reporting a data breach and suggests possibly shortening the amount of time required by to report.

The big concern is any contracts with any of our vendors, who have access to our student data. Anytime a new contract for technology (when student information is disclosed) is signed, it must contain the student privacy language. Also, every app downloaded must have contract if student information is disclosed. If software is installed on the District’s computers, we must have a license and contract.

The advantage is when we have everything in place, we would have a depository of apps the teachers could use.

Mike stated he and Michelle Gohagon are trying to get some really good procedures in place.

Mike said the procedures recommended show this timeline:

- Teacher puts in request
- Needs approval by Administrator
- Needs approval by Director of Curriculum
• Needs approval by Privacy Director
• Needs approval by Directory of Technology Services
• Needs approval by Director of Communications

Anything new must have contract as October 1, 2016. The contracts that were executed before October 1, 2016, are okay, but need to be changed upon renewal. If any company updates its policy, we have to make sure we have an executed agreement.

Our website will be updated to display a list of approved contracts and vendors.

Comes down to how a student will access this at home. We will need to provide Professional Development on how teachers will use this. It was suggested we reach out to teachers to give us a list of what tech and apps they use.

Christopher said there must be collaboration between school personnel, parents, guardians.

The Committee reviewed the suggested CABE policy. Christopher Drake stated he found a discrepancy in the law and what CABE had in its model on Page 3520.13(f):

Nothing in this policy shall be construed to:

7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator’s Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally. school purposes. (Note: After the meeting, Kathy contacted CABE and they agreed that this should be changed and they will update their policy.)

The Committee discussed the matter and recommended this new mandated policy be brought forward to the Board at its next meeting for its first and final reading.

#5131.91 – Hazing – Kathy stated this is an old policy dated June 5, 2005. This material is covered under our Bullying policy. She checked with CABE and as long as we have the bullying policy we are not required to have this one. The Committee discussed the policy and decided it wanted a more detailed description of hazing and to put the hazing part into our bullying policy. Kathy will look for more information on this.

The Committee discussed the matter and recommended this policy be brought back to the Policy Committee at its next meeting.

There was not enough time to address the following, which will be address at the next policy committee meeting:

#0000 – Mission/Philosophy
#0200 – Goals for Student Accomplishment

The next Policy Committee meeting is scheduled for October 18, 2016.
/kfb