



THE GLOUCESTER PUBLIC SCHOOLS

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PERSONNEL SUB-COMMITTEE MEETING

Monday, September 25, 2017

6:30 pm

Conference Room — District Office
2 Blackburn Drive, Gloucester, MA 01930

AGENDA

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- * A. To review, discuss, and recommend to the full School Committee the employee handbook and related policies

III. ACTION

IV. EXECUTIVE SESSION

- A. To discuss collective bargaining with the GTA regarding evaluation

V. ADJOURNMENT

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Action items may include motions that come out of sub-committees.

Recommended Revisions

**COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR
EMPLOYEES**

The Gloucester Public Schools Technology Network, which includes access to the ~~World Wide Web~~ **Internet** and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The Gloucester Public Schools intends to utilize this computer network, along with all of its other educational resources, to fulfill its ultimate goal of preparing students for success in life and work. To this end, the computer network will be used to facilitate communication between and among students, staff and parents, enhance productivity, assist staff members in upgrading and acquiring skills through a broader exchange of information, and to provide information to the community including parents, government agencies and businesses.

The computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

The following rules apply to the use of the Gloucester Public Schools computer network.

Rules:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Gloucester Public Schools.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Placing unlawful and/or inappropriate information on a system.
 - b. Cyber bullying, using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system (e.g., viruses, malicious scripts).
 - d. Sending "chain letters" or "broadcast" messages to lists or individuals subscribing to "listserves" or "newsgroups" without prior permission or educational merit, or using the Internet access for any other personal use, without prior permission.
 - e. Participating in other types of use which would cause congestion of the network or interfere with the work of others.

- f. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
- g. Accessing or transmitting materials that are obscene, sexually explicit, and accessing any prohibited sites on the Internet.
- h. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
- i. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
- j. Attempting to harm, modify or destroy data of another user.
- k. Exhibiting any other action whatsoever which would in any way subject the user or the Gloucester Public Schools to any civil or criminal action.
- l. Discussing highly sensitive or confidential school department information in email communications. Confidential information about a student must never be transmitted via email. Such information should be communicated with a telephone call or during parent-teacher conference. Parent-teacher communication via email is not secure and, as any other email, can become a public record.
- m. Criticism or negative concerns about staff or others in an all-staff or group email format.
- n. Using the Gloucester Public Schools technology network to buy, sell or advertise anything.
- o. Accessing social networking sites, discussion groups or "chat rooms," or engaging in any other form of online conversation or communication whose purpose is not primarily educational.
- p. Using the Gloucester Public Schools technology network for gambling.
- q. Using the Gloucester Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- r. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.

- s. Usernames and passwords should not be written and left in plain sight. Browsers or other network software should never be set to automatically remember passwords.
 - t. Using the computer network for recreational purposes or activities relating to personal hobbies.
 - u. Installing software, data or hardware on the computer network without first having authorization and the information scanned by the computer technology staff for viruses or other incompatibility.
3. Except as otherwise provided in the applicable collective bargaining agreement, the Gloucester Public Schools assumes no responsibility for:
- a. any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 - b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
 - c. any cost, liability or damages caused by a user's violation of these guidelines.
 - d. any information or materials that are transferred through the network.
 - e. any other inappropriate use of electronic resources of the Gloucester Public Schools.
4. The Gloucester Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Gloucester Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of Gloucester Public Schools. Electronic mail messages and other use of electronic resources by students and staff, including accessing web pages, should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. While the Gloucester Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement in response to proper requests, or to other third parties in the context of proper requests in the course of litigation without prior consent of the sender or receiver.

6. Any users caught illegally obtaining software or transferring such software through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
7. The Gloucester Public Schools reserves its right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.
8. Staff members who author classroom, school, and district web pages should reference and sign the Web Publishing Guidelines for Staff.

A violation of the terms of this Acceptable Use Policy may result in restrictions of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Gloucester Public Schools and the applicable provisions of any governing collective bargaining agreement. Users should also be aware that violation of these rules that constitutes a crime might also result in criminal prosecution.

Approved by the School Committee on September 14, 2011

SOURCE: Gloucester

FILE GEBC FROM THE SCHOOL COMMITTEE MANUAL

File: GBEC

Recommended Revisions

DRUG AND ALCOHOL FREE WORKPLACE POLICY

The Gloucester Public Schools has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the Gloucester Public Schools has established this policy regarding drug and alcohol use or abuse. Our goal is to maintain a work environment that is free from the effects of alcohol and drug use.

Employees of the Gloucester Public Schools are visible and active members of the communities where they live and work. They are inescapably identified with the school district and they are expected to represent it in a reasonable and creditable fashion.

While the Gloucester Public Schools has no intention of intruding into the private lives of its employees, the school district does expect employees to report for work in condition to perform their duties. The school district recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the workplace and on our ability to accomplish our goal of an alcohol and drug-free work environment.

GOAL:

Our goal is to send a clear message that use of alcohol and drugs in the workplace is prohibited, and we encourage employees to voluntarily seek help with alcohol and drug problems.

SCOPE:

This policy shall be in effect for all employees of the Gloucester Public Schools.

PROCEDURES:

1. Pursuant to the Drug-Free Workplace Act of 1988, it is the policy of the Gloucester Public School District to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol in the workplace. The illegal use, sale, or possession of narcotics, drugs, or controlled substances while on the job or on school property is an offense warranting discharge. Any illegal substances will be turned over to the appropriate law enforcement agency.
2. Employees who are under the influence of alcohol, **non-medical cannabis, or illegal drugs** either on the job or when reporting to work, or who possess or consume alcohol, **non-medical cannabis, or illegal drugs** during work hours have the potential for interfering with their own as well as their coworkers' safe and efficient job performance. Consistent with existing District practices, such condition will be proper cause for administrative action up to and including the termination of employees.

3. Visible signs which may indicate alcohol or drug impairment include odor on breath, slurred speech, lack of balance, inappropriate and/or disruptive behavior, glassy eyes, weaving, etc. Administrative action will be taken when two (2) or more witnesses report or document more than one (1) of the above or other symptoms.
4. Off-the-job illegal drug activity which would adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or school district property or equipment is proper cause for administrative or disciplinary action up to and including termination of employment.
5. Employees who are involved with off-the-job **illegal** drug activity may be considered in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the school district, and other factors relative to the impact of the employees' arrest upon the conduct of school district business.
6. In certain cases, rehabilitation through the Employee Assistance Program may be offered as an alternative to the imposition of such disciplinary action.
7. ~~Some of the drugs which are illegal under federal, state, or local laws include, among others: marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for current personal treatment by an accredited physician.~~
8. In compliance with Federal Law, the school district requires that as a condition of his or her employment under a federal grant or contract, an employee must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. The school district will notify the granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace or otherwise receiving actual notice of a conviction.

If a supervisor has a reasonable suspicion that an employee is under the influence of alcohol, after consultation with the Superintendent or his or her designee, the employee will be asked to submit to a breathalyzer test.
9. Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify the Director of Human Resources if any prescription drug is likely to have an impact on job performance. The Director of Human Resources will maintain confidentiality at all times regarding this prescription drug while advising the Supervisor of the appropriate job modification and duration indicated.
10. In accordance with the Drug-Free Workplace Act of 1988, the school district will establish a drug-free awareness program to make employees aware of any available drug counseling, rehabilitation, and employee assistance programs.

Any employee, while on school property or during that employee's work shift, including without limitation all breaks and meal periods, consumes or uses, or is found to have in his or her personal possession, in his or her locker or desk or other such repository, alcohol or drugs, which are not medically authorized, or is found to have used or to be using such alcohol or drugs, will be suspended immediately pending further investigation. If use or possession is sustained, disciplinary action, up to and including discharge, will be imposed.

The intent of this statement is to clarify the Gloucester Public School's operational stance and to provide for a prompt and effective response to any alcohol or drug-related situation, which has or could have an impact on the operations of the school department. It does not alter in any way the policy of assisting employees in securing proper treatment or extending the coverage of the health benefits plan as indicated for problem drinking, alcoholism, or other drug dependencies.

Approved by the School Committee on June 10, 2015