



# FAIRFIELD PUBLIC SCHOOLS

## **Policy Committee Meeting**

**Tuesday, February 4, 2025**

**5:00 PM**

**501 King Highway East**

**CO Board Room**

To listen via your phone, call 1-929-436-2866,  
and use Meeting ID: 5012101001 Access code: 654321

### **Agenda**

- I. Call to Order
- II. Approval of January 14, 2025 Special Policy Committee meeting minutes
- III. Policy
  - a. 3430 – Periodic Financial Reports
  - b. 3430.2 – Quarterly Reports
  - c. 3542.41 – Professional Standards for Food Service Personnel
  - d. 3515 – Community Use of School Facilities
  - e. 3541 - Transportation
  - f. 5131.81 – Use of Privately Owned Technological Devices
  - g. 6141.321 – Student Internet Use
- IV. Future Items
  - a. Grievance Procedures – 5145.6
  - b. Superintendent of Schools - 2140
  - c. Recruitment & Selection – 4111-4211
  - d. Tuition Fees – 3240
  - e. Resident/Non-Resident School Attendance - 5118
  - f. Purchasing
  - g. Homework Policy – 6154
  - h. Summer School - 6174
  - i. Bylaws Impact – (Policy 9000)
  - j. Sustainability Policy
  - k. Artificial Intelligence
  - l. Reporting Student Progress -5124
  - m. Grading Regulations
  - n. Risk Management Policy Statement – 3516.13

V. Open Discussion/Public Comment

VI. Adjournment

Future Meetings: March 4<sup>th</sup>, March 18<sup>th</sup>, April 1<sup>st</sup>, April 22<sup>nd</sup>, May 6<sup>th</sup>, May 20<sup>th</sup>, June 3<sup>rd</sup>, June 17<sup>th</sup>, August 25<sup>th</sup>, September 2<sup>nd</sup>, September 15<sup>th</sup>, September 30<sup>th</sup>, October 7<sup>th</sup>, October 20<sup>th</sup>, November 17<sup>th</sup>, December 2<sup>nd</sup>.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.



# FAIRFIELD PUBLIC SCHOOLS

## Special Policy Committee Meeting Minutes

Tuesday, January 14, 2025

5:00 PM

501 King Highway East  
Superintendent's Conference Room

### **In Attendance:**

Ms. Jennifer Maxon Kennelly, Ms. Carol Guernsey, Mr. Nick Aysseh, Dr. Zakia Parrish, Dr. James Zavodjancik, Mr. Robert Mancusi (left at 6pm), Ms. Janine Goss (virtual, left at 5:20pm), Ms. Jodie Shannon (FEA Representative), Mr. Mick McGarry (FEA President, arrived at 5:35pm), Ms. Kristen Hardiman

**Call to Order:** Ms. Maxon Kennelly called the meeting to order at 5:02pm.

**Approval of December 10, 2024 Special Policy Committee meeting minutes:** Approved by a 3-0 vote.

### **Policy:**

#### Vote on 2025 Policy Calendar

Mr. Aysseh stated he has a conflict with the meeting scheduled for April 29<sup>th</sup>. After further discussion the April 29<sup>th</sup> meeting was changed to April 22<sup>nd</sup> at 5:30pm. Ms. Guernsey questioned the meeting date on March 17<sup>th</sup> due to St. Patrick's Day. After further discussion, the March 17<sup>th</sup> meeting was changed to March 18<sup>th</sup> at 5:30pm.

The 2025 Policy Calendar was approved with the above changes by a 3-0 vote.

#### 6144 – Controversial Issues

Dr. Zavodjancik stated he has nothing new to report on this policy. Ms. Maxon Kennelly stated she thought the committee agreed to end the policy before "Responsibilities" and then move the rest of the language into the regulations. Mr. Aysseh asked Dr. Zavodjancik how this policy came to be discussed. Dr. Zavodjancik explained this policy was part of the CAFE audit and they recommended it be updated.

Ms. Maxon Kennelly questioned the language in item #2 on Page 8 under "Guidelines". Mr. Aysseh stated he is fine with that language because it states the instruction should be balanced to point out both views.

Ms. Maxon Kennelly asked if extracurricular activities are exempt from this policy, then where do the extracurriculars fit in and how far can they go on an issue. Dr. Zavodjancik explained that the District cannot regulate issues during extracurricular activities. Dr. Zavodjancik gave an example of a school sanctioned club inviting a speaker in after school hours where the parents agreed to their child attending such an event, there is no mechanism to regulate that speaker. Ms. Maxon Kennelly stated she is not asking for regulations in that case; however, she would like to see expectations in place.

Ms. Guernsey stated she is coming from a place of protection for both the students and the staff on controversial issues. Ms. Guernsey stated she does have issues with the guidelines. Ms. Guernsey stated she likes the first paragraph of the policy; however, she would like it to match the definition.

Ms. Guernsey stated she does not like the sentence in the second paragraph on Page #7 which begins with “Educators must deal with.....”. Dr. Zavodjancik stated that sentence is in the current policy. Ms. Guernsey would like that sentence to be stricken. Ms. Guernsey questioned the meaning of “open and fair”. Ms. Guernsey expressed her concern with this policy and explained she does not want teachers to avoid discussing a topic because they are afraid it might be controversial.

On Page #8, item #3 under “Guidelines”, Ms. Maxon Kennelly recommended removing the word “when necessary”. Mr. Aysseh agreed with Ms. Maxon Kennelly. Under that section, item #8, Ms. Guernsey does not like the last sentence about opposing viewpoints. Dr. Zavodjancik explained that language is there so that teachers would know to provide an opposing viewpoint when a guest speaker presents only one point of view on an issue. Ms. Maxon Kennelly asked Mr. McGarry if teachers would know to discuss opposing views. Mr. McGarry stated teachers may not be aware of this policy. Ms. Maxon Kennelly asked Mr. McGarry if there is any time when a principal does not know about a guest speaker. Mr. McGarry responded, saying in a big school, that it is possible Dr. Zavodjancik reminded Mr. McGarry that this item pertains to only guest speakers who are talking about controversial issues.

Dr. Zavodjancik explained this is not a mandated policy. Mr. Aysseh stated he feels this policy gives teachers protection. Ms. Maxon Kennelly stated she thinks this policy gives teachers specific guidance. Ms. Guernsey stated she is not in favor of supporting this policy, however, she would like to vote it out of policy and is hopeful people will provide feedback.

The committee agreed to end the policy before “Responsibilities” on Page #9 and the rest of the language will be moved into regulations.

The policy was approved with changes by a 3-0 vote. This policy will be presented to the Board for a “first read”.

#### 6152 – Instructional Grouping

Dr. Zavodjancik stated this policy came out of the CAFE audit for a recommended review. Dr. Zavodjancik is recommending the deletion of this policy since it is not a mandated policy.

This policy was approved for deletion by a 3-0 vote and will be presented to the Board for a “first read to delete”.

### 5131.911 – School Climate

Mr. Mancusi stated he is recommending replacing the Bullying policy with the School Climate policy which is required to be implemented in all school districts by July 1, 2025. Mr. Mancusi explained the School Climate policy has several pages of definitions which are based on state statutes.

This policy was approved with changes by a 3-0 vote and will be presented to the Board in June for a “first read”.

### 5144.12 - Restorative Practices

Mr. Mancusi explained we do not currently have this policy in place so he is presenting CABE’s model policy.

After further discussion by the committee, this policy was approved with changes by a 3 -0 vote and will be presented to the Board at the June meeting for a “first read”.

### 6142.2 – Reading/Language Arts

Ms. Goss explained this is a non-mandated policy. Ms. Goss stated this policy is really outdated and no longer needed. Ms. Guernsey stated she is surprised it is being recommended for deletion. Ms. Goss explained she reached out to CABE who said they are considering changes in some wording including the first paragraph. Ms. Goss stated there is a problem with language in the first paragraph, so she cautions us to keep that language. Ms. Goss assured the committee Fairfield currently complies with all state legislation so that is why she is recommending this policy be deleted.

This policy was approved for deletion by a 3 – 0 vote and will be presented to the Board for a “first read to delete”.

### 3430 – Periodic Financial Reports

This policy will be discussed at the next policy meeting on February 4<sup>th</sup>.

### 3430.2 – Quarterly Reports

This policy will be discussed at the next policy meeting on February 4<sup>th</sup>.

### 3542.41 – Professional Standards for Food Service Personnel

This policy will be discussed at the next policy meeting on February 4<sup>th</sup>.

### 3515 – Community Use of School Facilities

Mr. Aysseh asked Mr. Papageorge if there have been any specific complaints about this policy that he or Superintendent has received. Mr. Papageorge stated he has not received complaints; however, he has received questions about the fees to rent our facilities. Mr. Papageorge explained that usually the Superintendent handles those questions and will come to an agreement about the cost of the rental fee. Ms. Guernsey expressed concern that we are not following policy since we are making deals with certain organizations on the rental fees.

Mr. Aysseh asked if there have been any complaints about the new reservation system. Mr. Papageorge said he has not received any complaints about the new reservation system.

No further discussion took place on this item due to a time constraint. This policy will be discussed at the next policy meeting on February 4<sup>th</sup>.

**Open Discussion/Public Comment:** There was no open discussion or public comment.

**Adjournment:** Ms. Maxon Kennelly adjourned the meeting at 6:49pm.

**Business and Non-Instructional Operations**

**PERIODIC FINANCIAL REPORTS**

**3430**

~~The Superintendent or designee shall update the Board on a monthly basis regarding any current or anticipated condition that could materially affect the budget.~~

The Superintendent of Schools shall be responsible for accounting for all funds expended within the school budget. The Superintendent shall direct the Chief Financial Officer to establish and maintain records of all invoices and payroll authorizations and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education quarterly reports on the status of the budget, showing appropriations, expenditures, transfers and anticipated revenues for the fiscal year to date.

The Superintendent, as agent for the Board of Education, shall be responsible for making reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

Legal Reference:

Connecticut General Statutes PA 19-117, Section 290

Adopted 8/27/2004

Revised and Adopted 9/11/2012

Revised and Adopted x/xx/xxxx

**NOTE: Recommendation to remove redundant policy 3430.2**

**Business and Non-Instructional Operations**

**~~QUARTERLY REPORTS~~ ~~3430.2~~**

~~The Superintendent, through the Director of Finance, provides a quarterly report to the Board of Education on expenditures in major account categories.~~

~~Adopted 8/27/2004~~



## **Business/Non-Instructional Operations**

### **PROFESSIONAL STANDARDS FOR FOOD SERVICE PERSONNEL**

**3542.41(a)**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages to grow, learn and maintain good health. Therefore, the Board provides a food service program for school breakfasts and school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the Chief Financial Officer. The Food Services Director shall be hired under specific job specifications.

The food service Director and all staff who manage and operate the National School Lunch and School Breakfast Programs shall comply with the professional standards for school nutrition personnel as described in the regulations of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The food service contractor will provide training to all staff that includes an overview of food allergies, Food Allergen Labeling and Consumer Protection Act, avoidance of cross contamination, effective cleaning and sanitation practices, and practices for the accommodation and safety of students with life-threatening food allergy in accordance with USDA regulations.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently in accordance with national and state standards. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Legal Reference:   Connecticut General Statutes  
                          10-215 Lunches, breakfasts and other feeding programs for public  
                          school children and employees.  
                          10-215a Nonpublic school and nonprofit agency participation  
                          feeding programs.  
                          P3542.41(b) Business/Non-Instructional Operations

## **Business/Non-Instructional Operations**

### **PROFESSIONAL STANDARDS FOR FOOD SERVICE PERSONNEL**

**3542.41(b)**

Legal Reference: Connecticut General Statutes (continued)  
10-215b Duties of State Board of Education re feeding programs.  
10-216 Payment of expenses.  
10-217 State Board of Education Regulations.  
10-215b-1 School lunch and nutrition programs.  
10-215b-11 Requirement for meals.  
10-215b-12 Reimbursement payments. (including free and reduced price meals)  
Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.  
School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.  
National Food Service Programs, Title 7 Code of Federal Regulations, 7  
CFR Part 210, Part 220, Part 215, Part 245.  
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).  
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).  
Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, HungerFree Kids Act of 2010.  
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.  
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.  
Nondiscrimination on the Basis of Handicap in Programs or Activities  
Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).

Adopted X/X/2025

# DRAFT

*Please note duplicate policy under Community Relations: **Policy 1330.1 Eligibility For Use of School Facilities***

Fairfield Public Schools  
Board of Education  
Policy Guide

## Business/Non-Instructional Operations

### COMMUNITY USE OF SCHOOL FACILITIES

3515

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public ~~subject to such regulations as shall from time to time be established by the administration.~~ As long as the intended use falls within the allowed use as established in the **Administrative Regulations (AR)**. A copy can be found online and must be read and **agreed to** before **setting up** an account in our **reservation** system. ~~The Reservation Office, 203-255-8374, may be contacted for a copy of the current regulations.~~

~~Such use shall not interfere with the educational program of the school, and representatives of the public using the school property shall ensure its reasonable use.~~

Such use shall not interfere with the educational program of the school. Representatives of the public or organizations utilizing school property are responsible for ensuring its **appropriate and respectful use**. Any damage, misuse, or activities that compromise the integrity of the facilities will result in **immediate review of privileges** and may lead to **additional charges, revocation of access, or other penalties. Furthermore, any unlawful activities, such as smoking, vaping, or other prohibited behaviors, will result in the immediate loss of access to school property.**

~~The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.~~

The use of school buildings and grounds shall comply with the **Administrative Regulations** see Section which establish the order of priority for use.

~~The Board shall receive an annual report on Community Use of School Facilities and associated revenue.~~

As part of their quarterly financial update, the Board will receive a detailed report on rental usage and associated revenue. Additionally, the Board will receive an annual report outlining the groups utilizing school facilities, including any organizations that have been banned from use of the buildings or grounds due to violations of policies or regulations.

~~Changes to the Administrative Regulations Rental Classifications and Rates must be approved by the Board.~~

While the Superintendent is the administrator responsible for overseeing the day-to-day operations of the school buildings and has the authority to make changes to the Administrative Regulations as needed, the Board will receive an **annual copy** of the building usage regulations. This report will highlight any changes made, along with the **justifications** for those changes.

## 1. Definitions

- A. **Youth Organization** is defined as any group or organization with a mission focused on serving young people under the age of 21.
- B. **Non-Profit Organization** is defined as tax-exempt organizations as described in Section 501(c)(3) of the Internal Revenue Code Section tax code.
- C. **Fairfield Organization** is defined as an organization serving Fairfield residents, with at least 50%-20% of membership and/or participants residing in Fairfield.
- D. **Out-of-Town Organization** is defined as an organization with more than 50% 80% of membership and/or participants residing outside of Fairfield.
- ~~E. **Staff Use** This is a placeholder; not sure how to define or how to prioritize.~~

## 2. Authorized Users / Order of Priority

When space is available and school operations are not affected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order:

- A. Programs sponsored by the Fairfield Public Schools, including Board of Education meetings, summer programs, and PTA events;
- B. Programs sanctioned by the school district to provide before and after-school daycare for Fairfield students;
- C. Activities of school-related organizations, e.g., booster clubs, and parent support groups;
- D. Town bodies such as RTM, Board of Finance, and Board of Selectmen;
- E. Fairfield Parks and Recreation programs;
- F. Groups intended to serve youth under the age of 21 as listed in Title 36 of the U.S. Code; *Does Parks and Rec want to administer these groups?*
- G. Fairfield non-profit youth organizations, for uses not directly competitive with school-sponsored activities, summer school, etc.;
- H. Fairfield non-profit organizations that serve adults;
- I. Out-of-town non-profit organizations and for-profit organizations have last priority and must be approved by the Superintendent or his designee

OTHER USERS: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge each request individually and determine rental category.

### 3. Fee Structure

With the understanding that rental fees are likely to be passed on to participants, the Board will make every effort to support a Rental Classifications and Rates structure that limits charges to Fairfield non-profit youth organizations. *(Not sure how to address AA or other non-profits with services critical to the health of our adult community.)*

All efforts will be made to give adequate notice to organizations regarding any changes to Rental Classifications and Rates.

*This section needs a lot of attention. Looking forward to a larger conversation before delving further into this, regarding how much of this we want to see in policy vs. regs. Sample text from Westport below (in blue) has some interesting concepts around usage and classification that can be a starting point for discussion:*

#### ~~C. USAGE TYPES:~~

~~Standard Use is defined as routine meetings, programs, classes, etc.~~

~~Major Use, which requires a surcharge, is defined as having one or more of the following characteristics:~~

- ~~• Creates significant wear and tear.~~
- ~~• Funds are raised through admission charges (including “voluntary” contributions), sale of merchandise, raffles, door prizes, etc.~~
- ~~• Event uses vendors’ or exhibitors’ booths.~~
- ~~• Event uses the Staples field house.~~
- ~~• Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.~~
- ~~• Event involves more than 500 participants or attendees.~~

~~D. CLASSIFICATION OF GROUPS FOR PAYMENT OF FEES AND RENT: (Identified groups are examples; groups not listed will be classified by Superintendent or designee).~~

#### ~~CATEGORY I USERS: NO RENT FOR STANDARD USE\*~~

- ~~a) School Related: E.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.~~
- ~~b) Town Groups: Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.~~
- ~~c) Youth Serving: Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association~~
- ~~d) Grandfathered Groups: Power Squadron, Red Cross, Westport Arts Center.~~
- ~~e) Others: Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.~~

~~\* (When a Category I group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit making organizations or activities, superintendent or designee may require basic rental fees.)~~

#### ~~CATEGORY II USERS: BASIC RENT: Westport-based Community Groups.~~

- ~~a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman’s Club, Westport~~

~~Young Women's League, Veterans' groups, Nursing and Home Care, etc.~~  
b) ~~Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for fee purposes.)~~  
c) ~~Westport YMCA: for use of pool only, with special financial arrangements.~~

~~CATEGORY III USERS: BASIC RENT DOUBLED: Westport based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.~~

~~Category III includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.~~

~~CATEGORY IV USERS: Non-Westport based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.~~

~~Category IV includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are not Westport residents.~~

**OTHER USERS:** Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge each request individually and determine rental category.

~~ALL CATEGORIES: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service.~~

~~SPECIAL CONDITIONS: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.~~

Legal Reference:       Connecticut General Statutes  
                              10-239 Use of school facilities for other purposes  
                              Equal Access Act, 20 U.S.C. ss 4071-4074.  
                              *Good News Club v. Milford Central School*, Sup. CT. 6-11-01  
                              20 U.S.C. 7905 (Boy Scouts of America Equal Access Act  
                              contained in No Child Left Behind Act of 2001)

c.f. Policy 1330.1

Adopted 8/27/2004  
Revised and Adopted 6/7/2016  
Revised and Adopted X/X/2025

## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(a)**

The use of all school facilities and grounds must be confirmed in writing by the Reservation Office, located at Central Office, at least seven (7) days in advance of the event. The Superintendent or designee retains the right to refuse the use of facilities when it is deemed not in the school district's best interest.

#### **SECTION I**

##### **Application to Reserve Use of School Facilities**

- **When to Apply:** Minimum of seven (7) days in advance. No exceptions will be made.
- **Where to Apply:** <https://www.fairfieldschools.org/departments/operations/reservations>
- **Insurance** A certificate of insurance must be uploaded to your ML Schedule group name for event requests to be processed. [Click here for the MLSchedules Basic User Start Guide](#)
- **Deposit:** You must submit a 50% deposit of the rental fee to the Reservation Coordinator as soon as you submit your request. Final invoices will be rendered by the Reservation Coordinator within (30) days of the activity and payment is due upon receipt.. Please refer to payments for details:

##### **Scheduled Use of School Facilities**

When space is available, and school operations are not affected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order:

1. Programs sponsored by the Fairfield Public Schools, including Board of Education meetings, summer programs, and PTA events;
2. Programs sanctioned by the school district to provide before and after-school daycare for Fairfield students;
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen;
4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts;
5. Recreation Department summer programs;
6. Programs of Fairfield-based not-for-profit organizations.
7. Fairfield-based for-profit, out-of-town non-profit, out-of-town for-profit, as space is available, may reserve space no more than sixty (60) days in advance.

## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(b)**

#### **Scheduled Use of School Facilities (continued)**

##### **Payments**

###### **Electronic:**

Electronic payments may be submitted via PayPal. Note: **Each electronic payment will be assessed with a \$7.50 processing fee.**

###### **Check:**

Checks are to be made payable to the Fairfield Public Schools and mailed to PO Box 320189, Fairfield, CT 06825. You may drop off a check or mail it to Fairfield Public Schools, 501 Kings Highway East, PO Box 320189, Fairfield, CT 06825; attention: Reservation Coordinator as soon as you submit your request. **A request will not be confirmed until the check is received.**

Final invoices will be rendered by the Reservation Coordinator within thirty (30) days of the activity, and payment is due immediately upon receipt. Organizations owing money to the Fairfield Public Schools for previous building use are not eligible for future rent until all their outstanding invoices are resolved.

##### **Cancellations**

The public-school programs have first priority in the use of facilities. If a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than three (3) business days prior to the event. Failure to cancel three (3) days prior to the event may result in a full rental charge-

##### **Auditoriums**

Auditorium approval is site specific. Due to the frequent use of school auditoriums by the Fairfield Public Schools, the Reservations Office must obtain clearance from multiple departments, such as music and drama, and/or the school administration before approval.



## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(c)**

#### **Stage Scenery / Equipment**

Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available, microphone, overhead projector or similar equipment may be provided if requested in advance. Stage, sound controls, spotlighting or other electrical equipment require the services of a Board of Education technician or approved vendor as determined by the Superintendent or designee. A fee will be assessed for these services. Please see section IV, personnel rates.

#### **Fields**

Sports equipment or field linings are not included in field rentals.

Fields are lined for high school sports during the regular season. If you require field linings, they must be approved by the respective Athletic Director and can only be lined by an approved vendor as determined by the Superintendent or designee. The fee for these services will be paid directly to the vendor from the renter.

#### **Onsite Personnel**

It is required that a person designated by the Fairfield Public Schools be responsible for the building and be onsite at all times during building use. This individual is responsible for the opening and security of the building, turning the lights, electricity, heat, and air conditioning on and off, providing access to items such as microphones, washroom facilities, etc., and shall remain available to respond to emergencies in which the building is involved.

#### **Restrictions and Prohibitions**

- Illegal substances are prohibited.
- Smoking is prohibited (this includes the use of electronic cigarettes and vaping devices).
- Alcoholic beverages are prohibited.
- Events that present a significant risk will not be permitted, e.g., martial arts, live animals, or contact sports (wrestling, boxing, etc.), except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- All schools must designate and enforce food-free zones, including the Library, Computer Lab, Music Room, Art Room, Science Room, Gym, Stage, and Auditorium. No food is allowed in the classrooms for any organization using the school facilities, including the PTA. Any event sponsored by an outside organization or by the PTA in which food is to be served must be held in the school cafeteria or outdoors. In addition, staff must not use or allow the use of peanuts or tree nuts in the classroom for any purpose, including but not limited to classroom projects, art or science projects or experiments, or for extra-curricular activities.

## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(d)**

#### **Supervision**

Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter does not attend each function, a designee must be assigned to supervise. (Minimum standard is one adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age. You must provide the onsite representative's contact name and cell phone number. Failure to provide proper supervision may result in additional custodial fees.

Rude or inappropriate behavior during the use of space or during the reservation process will not be tolerated and will result in the loss of the ability to rent space in the future.

#### **Liability Insurance Requirements:**

Organizations or individuals renting facilities from the Board of Education must provide the following minimum insurance coverage, with the specified terms:

##### **Commercial General Liability:**

- Bodily Injury and Property Damage limit of \$1,000,000 per occurrence and \$2,000,000 aggregate, including Products/Completed Operations and Contractual Liability.
- The insurance company must have a rating of no less than A-.
- There must be no exclusion for abuse and molestation for athletic participants.
- A 30-day notice of cancellation to the Town is required, except for non-payment of premium, which requires 10-day notice.

##### **- Additional Insured:**

- The Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, servants, volunteers, Boards, and Commissions must be included as Additional Insured on a primary and non-contributory basis on the General Liability and Umbrella/Excess policies. A copy of the policy endorsements must be provided.
- A waiver of subrogation in favor of the additional insured must be included on all policies. A copy of the policy endorsements must be provided.
- The outside group shall assume all deductibles.
- In addition to the above provisions, the following may also be required:
- An umbrella policy providing additional limits, depending on the nature of the event.
- If the organization will be using any outside vendors at the event, certificates of insurance conforming to the above requirements will be needed from both the vendor and the renter.

## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(e)**

#### **Non-Interference**

The Renter's operation shall not interfere in any manner with the school's use or maintenance of the facility or infringe upon the standard method of operation. The Renter agrees that a determination by the Superintendent of the Fairfield Public Schools (or appropriate designee) will be accepted as final in evaluating activities that infringe on the rights of others and that the Renter will fully comply with any decisions in this matter. In addition, the Renter shall make every effort to ensure that all school equipment and facilities are maintained in the condition in which they were issued.

#### **Damages**

The Renter of school facilities assumes full responsibility for any property damage or equipment loss.

#### **Properties**

Schools will not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

#### **Waiver**

If it is determined that any of the previous regulations do not apply to a particular function, it will be at the discretion of the Superintendent of the Fairfield Public Schools or the Superintendent's designee to waive said regulations.

## **SECTION II**

### **Custodial Services**

Custodians must open and close buildings and be present for the duration of an activity. To ensure that all routine custodial work is done, and adequate cleanup is provided after significant use, the administration will determine the number of extra custodians required and duration of their work.

There is a three (3) hour minimum charge on weekends and holidays. You may be charged 30 minutes before your event and a minimum of 30 minutes after your event for custodial overtime.

Additional custodial service is required for any special arrangements, such as additional chairs, desks, equipment, or any function/event serving food. An additional custodian is required onsite at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities occur at one time. At the high schools, an additional custodian is required onsite if three hundred (300) attendees are anticipated and/or three (3) separate rental activities occur at the same time. At all levels, an additional custodian is required for every one hundred fifty (150) anticipated attendees in addition to the above. The administration will determine the personnel needs.

## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(f)**

#### **Kitchen Use**

Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 203-255-8370. A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED. A fee will be assessed for these services. Please see section IV, personnel rates.

#### **Fire Protection**

**Onsite uniformed Fire Department personnel are required for events and will be determined by the Fire Department. Basic guidelines:**

- over five hundred (500) persons attending = one (1) Firefighter.
- over one thousand (1,000) persons attending = two (2) Firefighters.
- for every two hundred fifty (250) persons over one thousand (1,000) attending = one (1) additional Firefighter; and
- the Fire Marshall's Office makes final determination based on the nature of the event.

The Renter will contact the Fire Department. In the event of a cancellation, the Renter must cancel by calling the Fire Marshall's Office at 203-254-4720 or be responsible for payment to the Fire Department. The use of any open flame, smoke-producing, or pyrotechnic device or effect is NOT allowed except by special permit. Inquiry must be made to the Fire Marshall's Office well in advance of the event date. Any arrangement of seating or performing areas other than the usual fixed facilities must be reviewed by the Fire Marshall's Office for conformance to safety regulations.

#### **Police Presence**

**Onsite uniformed Police Department personnel may be required for events and will be determined by the Police Department.**

The Reservations Office will advise prospective renters regarding the possible necessity of police presence. The Renter must make arrangements with the Police Department by calling Off Duty Management at 1-877-636-8300 or by e-mail at [www.fpdct.com/hireanofficer](http://www.fpdct.com/hireanofficer) when the anticipated crowd necessitates police security. In the event of cancellation, the Renter must cancel by calling the Police Department's Office at the above-referenced number or be responsible for payment.

## Business/Non-Instructional Operation

### ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

3515AR(g)

#### SECTION III

##### 1. Definitions

- A. Town/School Organizations** are defined as any group or organization with a mission focused on serving solely residents of the Town of Fairfield.
- B. Fairfield Resident** is defined as being someone living in Fairfield and having 100% of its membership and/or participants residing in Fairfield and does not charge a fee to its participants. Proof of membership or participation must be verified. *A Fairfield resident who charges fees to its participants will be considered a for profit unless they have been verified as having non-profit status. A Fairfield residence does not supersede affiliation with another organization.*
- C. Non-Profit Groups** are defined as tax-exempt organizations as described in Section 501(c)(3) of the Internal Revenue Code Section tax code. NOTE - this classification is not limited to youths
- D. Fairfield Non-Profit Groups** are defined as tax-exempt organizations as described in Section 501(c)(3) of the Internal Revenue Code Section tax code and has at least 75% of membership and/or participants residing in Fairfield.
- E. Out-of-Town Organizations** are defined as an organization with more than 25% of membership and/or participants residing outside of Fairfield.

##### 2. Fee Structure

With the understanding that rental fees are likely to be passed on to participants, the Board will make every effort to support a Rental Classifications and Rates structure that supports Fairfield non-profit organizations that serve young people under the age of 21.

All efforts will be made to give adequate notice to organizations regarding any changes to Rental Classifications and Rates.

## Business/Non-Instructional Operation

### ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

3515AR(h)

**Rental Classification and Rates are per day or per hour as noted.** Custodial rates are included in rental fees. \*Fairfield Not-for-Profit organizations paying an upfront rental fee of \$10,000 per fiscal year will only be charged ongoing custodial fees.

Area	Town/School Organizations/PTA	Fairfield Residents	*Fairfield Non-Profit 501(c)(3)	Fairfield for Profit and Out-of-Town Groups
Grass Fields	N/A	\$50/hr	\$50/hr	\$150/hr
Turf Fields	N/A	\$50/hr	\$50/hr	\$200/hr
Elementary Gym	N/A	\$100/hr	\$100/hr	\$175/hr
Middle/High Gym	N/A	\$125/hr	\$125/hr	\$200/hr
Auditorium	N/A	\$100/hr	\$100/hr	\$275/hr
Elementary Cafeterias	N/A	\$100/hr	\$100/hr	\$150/hr
Middle/High Cafeterias	N/A	\$110/hr	\$110/hr	\$160/hr
Classrooms	N/A	N/A	\$75/hr	N/A
Band Rooms	N/A	N/A	\$75/hr	N/A
Orchestra Room	N/A	N/A	\$75/hr	N/A
Choir Room	N/A	N/A	\$75/hr	N/A
Central Office Board room	N/A	N/A	N/A	N/A
Parking lots (for parking cars only)	N/A	\$25/hr	\$25/hr	\$100/hr

Tournaments: Prior site approval is required by the respective Athletic Director before entering a reservation. Pricing will be assessed based on the duration of event and the site availability.

Custodial Rates

Weekday rate - \$50.00

Weekend rate - \$75.00

## **Business/Non-Instructional Operation**

### **ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES**

**3515AR(i)**

#### **Section IV**

##### **Personnel Rates**

###### **Custodial Services / Grounds Crew**

Custodial fees are \$50 per hour Monday through Friday and \$75 per hour on weekends and holidays. There is a three (3) hour minimum charge for custodial services.

###### **Cafeteria Workers**

Approximate rate is \$25.00 per hour except for Sundays and holidays, when the approximate rate is \$50.00 per hour. There is a three (3) hour minimum charge for cafeteria services. Prices do not include the cost of food.

###### **Fire Protection**

Please contact the Fire Marshall's office at 203-254-4720 or by e-mail at FIREPREVENTION@fairfieldct.org.

###### **Police Presence**

Please contact Off Duty Management at 1-877-636-8300 or by e-mail at [www.fpdct.com/hireanofficer](http://www.fpdct.com/hireanofficer).

###### **Technical Assistant**

Computer, sound controls, electrical and lighting technicians may be available upon request. Fees to be determined.

Revised 10-27-14  
Revised 11-16-17  
Revised 6-29-2023  
Revised 7-10-2023  
Revised 5-1-2024  
Revised 5-6-2024  
Revised 9-9-2024  
Revised X/X/2025

## Business and Non-Instructional Operations

### TRANSPORTATION

3541(a)

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and ~~their~~<sup>his</sup> school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

Bus Stop is a geographical location designated by the ~~Board of Education District~~ or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level.

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which, may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- ~~elementary~~ <sup>3</sup>/<sub>4</sub> 1 mile;
- ~~middle~~ <sup>1</sup>/<sub>2</sub> 1 1/2 mile, and:
- high 1 1/2 mile.

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provision of Administrative Regulations 3541AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Administrative Regulations 3541AR, "Courtesy Rides."



## Business and Non-Instructional Operations

### TRANSPORTATION (continued)

**3541(b)**

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

### Transportation Safety Advisors

This working group serves in an advisory capacity to the ~~Board~~ District and makes recommendations to the ~~Board of Education~~ District relative to school transportation safety.

Legal Reference:      Connecticut General Statutes  
                                 10-186 Duties of local and regional boards of education  
                                 10-220 Duties of boards of education  
                                 14-275 Equipment and color of school buses  
                                 14-275a Use of standard school bus required, when  
                                 14-275b Transportation of handicapped students  
                                 14-275c Regulations re school buses and motor vehicles used to transport  
                                 special education students  
                                 14-276a(c) Town/school district may require its school bus operators  
                                 to have completed a safety training course  
                                 14-280 Letters and signals to be concealed when not used in transporting  
                                 children. Signs on other vehicles

Adopted 8/27/2004

Revised and Adopted X/X/2025

## **Student**

### **USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES**

**5131.81(a)**

The Fairfield Board of Education (the "Board") recognizes the educational benefits of students using Privately Owned Technological Devices in school while acknowledging the need to maintain an orderly educational environment. This policy establishes guidelines for the possession and use of such devices to balance educational value with appropriate regulation.

#### **I. DEFINITIONS**

##### **A. District Technology Resources**

For the purposes of this policy, "District Technology Resources" refers to the Board's owned, operated, managed, or offered:

- Computers and instructional technologies.
- Communications and data management systems.
- Networks and access to the Internet.
- Software, hardware, and programs.
- Electronic media information, devices, and systems.
- Cell phones, smartphones, tablets, laptops, and desktop computers.
- Storage devices including memory sticks and external drives.
- Any other technological resources that can receive, transmit, and/or store digital information.
- Any other technological resources owned and/or used by the District and accessible by students.

##### **B. Privately Owned Technological Devices**

For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned wireless, portable electronic hand-held equipment used for word processing, wireless internet access, image capture and recording, sound recording, information transmission and receiving, data storage, and more. These devices include but are not limited to:

- Desktop computers.
- Personal computing devices.
- Cellular phones.
- Smartphones.
- Smartwatches and other wearables.
- Network access devices.
- Tablets.
- Laptops.
- Personal gaming systems.

## **Student**

### **USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES**

**5131.81(b)**

- Bluetooth speakers.
- E-readers.
- Other electronic signaling devices.

#### **C. Generative Artificial Intelligence**

For the purposes of this policy, "Generative Artificial Intelligence" refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

## **II. GENERAL PROVISIONS**

**A. Privilege** The use of privately owned technological devices at school is a privilege, not a right. This privilege may be revoked for violations of this policy or other school rules.

#### **B. Responsibility and Liability**

1. Students are solely responsible for the safety, security, and maintenance of their privately owned technological devices.
2. The Board assumes no responsibility for:
  - a. Theft, loss, or damage to devices.
  - b. Data plan charges or other costs.
  - c. Technical support or maintenance.
  - d. Storage of devices during school hours.
3. Students must take devices home at the end of each school day unless specific permission is granted otherwise.

## **III. GUIDELINES FOR USE BY GRADE LEVEL**

#### **A. Elementary School Level**

1. Use prohibited during school hours.
2. Devices must be:
  - a. Turned off or in silent mode.
  - b. Stored in backpack, locker, or designated location.
3. Exceptions:
  - a. Medical or emergency purposes (with administrative approval).
  - b. Special events or educational projects (with administrative approval).

## **Student**

### **USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES**

**5131.81(c)**

#### **B. Middle School Level**

1. Use prohibited during school hours.
2. Devices must be:
  - a. Turned off or in silent mode.
  - b. Stored in backpack, locker, or designated location.
3. Exceptions:
  - a. Medical or emergency purposes (with administrative approval).
  - b. Special events or educational projects (with administrative approval).

#### **C. High School Level**

1. General possession and use permitted during school hours.
2. Classroom use requirements:
  - a. Teacher permission required.
  - b. Must remain silent and out of sight unless permitted.
  - c. Teachers may designate specific device types and storage areas.
3. Non-classroom use:
  - a. Permitted outside of class time.
  - b. Audible communications restricted to designated areas:
    - i. House offices.
    - ii. Guidance offices.
    - iii. Main office.
    - iv. Cafeterias/senior commons.
    - v. Courtyards.

## **IV. ACCESS TO DISTRICT TECHNOLOGY RESOURCES**

### **A. Network Access**

1. Students accessing district technology resources through private devices must:
  - a. Follow all acceptable use policies
  - b. Use only authorized network access methods
  - c. Comply with security protocols.

### **B. Network and Data Security**

1. Device Requirements
  - a. Maintain current security software and system updates
  - b. Use password protection that meets district standards
  - c. Store data using secure methods
  - d. Log out when leaving devices unattended.
2. Security Incidents
  - a. Report suspected data breaches immediately
  - b. Report lost or stolen devices that accessed school networks
  - c. Report unauthorized account access
  - d. Change compromised passwords immediately.

## **Student**

### **USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES**

**5131.81(d)**

#### **C. Monitoring and Privacy**

1. The Board's network administrators can: a. Identify users b. Monitor all privately owned devices while on the network c. Bypass passwords for monitoring purposes.
2. No expectation of privacy exists when using private devices on school networks.

### **V. PROHIBITED USES**

#### **A. Network Security Violations**

1. Using VPNs or proxy servers to bypass security.
2. Attempting to bypass network filters.
3. Sharing network credentials.
4. Using another student's login information.
5. Connecting to unauthorized wireless networks.
6. Downloading unauthorized software.

#### **B. Privacy Violations**

1. Sharing personal identifying information about self or others.
2. Taking unauthorized photos or videos of others.
3. Recording in private spaces (restrooms, locker rooms).
4. Sharing photos/videos without consent.
5. Photographing test materials or confidential documents.

#### **C. Behavioral Violations**

1. Harassment, threats, or intimidation.
2. Cyberbullying.
3. Accessing obscene or inappropriate material.
4. Unauthorized recording (photo, video, audio).
5. Unauthorized use of generative AI.
6. Use during emergency procedures without staff direction.

#### **D. System Violations**

1. Damaging district technology resources.
2. Unauthorized access to district technology resources.
3. Installing unauthorized software.
4. Opening suspicious attachments or links.
5. Any violation of federal or state law.

**Student**

**USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES**

**5131.81(e)**

**VI. ENFORCEMENT AND DISCIPLINE**

**A. Disciplinary Actions**

Misuse of the district technology resources and/or the use of privately owned technological devices to access or utilize the district's technology resources in an inappropriate manner or the use of such privately owned technological devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

**B. Search of Devices**

1. Devices may be searched if reasonable suspicion exists of policy violation.
2. Searches must be:
  - a. Reasonable in scope.
  - b. Related to suspected violation.
  - c. Conducted by appropriate administrators.
3. Criminal evidence will be referred to law enforcement.

**VII. EMERGENCY PROTOCOLS**

**A. Emergency Communications**

1. Parents may contact the main office for emergency messages.
2. Students may use office phones for emergency calls.
3. Emergency exceptions granted by administration.

**B. Medical Necessity**

1. Medical exceptions must be documented with the school nurse.
2. Individual medical plans may include device accommodations.

Adopted: X/X/2025

## Instruction

### STUDENT INTERNET USE

6141.321(a)

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21<sup>st</sup> century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of District Technology Resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, inappropriate, or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and/or guardians of minors are responsible for setting and conveying the standard that their children should follow when using District Technology Resources.

The District will provide training and procedures that encourage the widest possible access to District Technology Resources by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

For the purposes of this policy, "Board Technology Resources" refers to the district owned, operated, managed, or offered:

- Computers and instructional technologies
- Communications and data management systems
- Networks and access to the Internet
- Software, hardware, and programs
- Electronic media information, devices, and systems
- Cell phones, smartphones, tablets, laptops, and desktop computers
- Storage devices including memory sticks and external drives
- Any other technology resources that can receive, transmit, and/or store digital information
- Any other technology resources owned and/or used by the District and accessible by students

For this policy, "Privately Owned Technological Devices" For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned wireless, portable electronic hand-held equipment used for word processing, wireless internet access, image capture and recording, sound recording, information transmission and receiving, data storage, and more. These devices include but are not limited to:

## Instruction

### STUDENT INTERNET USE

6141.321(b)

- Desktop computers
- Personal computing devices
- Cellular phones
- Smartphones
- Smartwatches and other wearables
- Network access devices
- Tablets
- Laptops
- Personal gaming systems
- Bluetooth speakers
- E-readers
- Other electronic signaling devices

Use of District Technology Resources, and/or a student's ~~Personal Electronic Devices~~ Privately Owned Technological Devices (5131.81) on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. —Each student user of District Technology Resources and/or of the student's ~~Personal Electronic Devices~~ Privately Owned Technological Devices on school property or during school sponsored or related activity, has the responsibility to respect every other person in our community and on the Internet. All students are expected to follow the guidelines, procedures, and specific limitations outlined in the Acceptable Use Guidelines and Agreement (6417AR). District Technology Resources are subject to search at any time.

Students are prohibited from using on school property or during a school sponsored or school related activity District Technology Resources or any ~~Personal Electronic Devices~~ Privately Owned Technological Devices for a use ~~that~~ is prohibited by this policy, other District or administrative policies, rules and regulations and/or state and federal law.

~~Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual student.~~

- District Technology Resources and Privately Owned Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.



## Instruction

### STUDENT INTERNET USE

6141.321(c)

- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- Students will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual student.

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices Privately Owned Technological Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted with District Technology Resources or Personal Electronic Devices Privately Owned Technological Devices.

~~If a student brings a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connects a Personal Electronic Device to District Technology Resources, the student is subject to the rules and regulations regarding acceptable use in this policy, District or administrative policies, regulations and rules, and/or state and federal law. Any use that is in violation of the foregoing may result in loss of computer and Internet privileges and/or other discipline commensurate with the offense.~~

~~By bringing a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connecting a Personal Electronic Device to District Technology Resources, the student consents that faculty may confiscate said device if there is a reasonable suspicion that a student is using a Personal Electronic Device in a manner that is in violation of this policy or with other District or administrative regulations, rules, or policies, and/or state and federal law. The school may search the Personal Electronic Device in a manner and to an extent that is consistent with, and limited to, the initial basis for the reasonable suspicion and to determine whether a violation of District or administrative policies, rules and regulations and/or state and federal law has occurred.~~

## Instruction

### STUDENT INTERNET USE

6141.321(d)

~~District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.); personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.~~

~~Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.); personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.~~

Legal Reference Connecticut General Statutes 53a-182b Harassment in the first degree:  
class d felony (as amended by PA 95-143)  
RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

Adopted 8/27/2004

Revised and Adopted 1/29/2013

Revised and Adopted X/X/2025