

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

March 23, 2021

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Please note that we are limiting the attendance of faculty and staff to allow for more opening for the public, since we are restricted to a gathering size of 50 people. Once we reach our maximum of 50, security personnel will prohibit any additional people from entering the auditorium.

Anyone attending the meeting should enter through the outside main auditorium doors and will be asked to sign in and complete a temperature and health screening document. Social distancing protocols will be adhered to.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION
LONG BEACH PUBLIC SCHOOLS
MIDDLE SCHOOL AUDITORIUM
Tuesday, March 23, 2021**

REGULAR MEETING

AGENDA

7:00 PM

1. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
2. Report of the Superintendent of Schools
 - Presentation: 2021-22 Budget Preparation – Benefits, Debt Service, Legal and Insurance
3. Board of Education Comments
4. Student Organization Announcements
5. Questions and Comments from the Public on Tonight's Agenda Only
6. Presentations of the Superintendent
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. First Reading of Policy #5633 Gender Neutral Single-Occupancy Bathrooms
 4. Adoption of Revised Policy #6410 Staff Use of Computerized Information Resources
 5. Second Reading of Policy #6411 Use of Email in the School District
 6. Adoption of the Updated District-Wide Health and Safety Plan 2021
 7. Approval of SEQRA – Lead Agency Designation and Type II Determination
 8. Approval of Capital Reserve Fund Expenditure
 9. Approval of Change in Election Districts and Polling Locations for the May 18, 2021 Annual Election and Budget Vote – as amended
 10. Approval of 2021 School Election Legal Notice – as amended
 11. Award of Re-Bid – Boiler Replacement
 12. Award of Re-Bid – Electrical Reconstruction
 13. Payment of Legal Bills: Legal Services
 14. Approval of Use of Schools Applications
7. Board of Education – Additional New/Old Business if any
8. Questions and Comments from the Public
9. Announcements:
 1. Long Beach Classroom Teachers' Association
 2. Administrative, Supervisory and PPS Group
 3. LBSEA -Long Beach Schools Employees' Association – Group C
 4. Parent/Teacher Association
10. Adjournment

RESOLUTIONS

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

I. CERTIFICATED PERSONNEL

(a) Resignation for the Purpose of Retirement

Name: Patricia Nyman
Assign./Loc. Part Time Teacher Assistant/West School
Effective Dates: March 25, 2021

(b) Appointment: Interscholastic Coaches for the 20/21 school year

Position	Coach	Stipend
Varsity Hockey	Noel Henck	3972
Varsity Hockey	Keith Casey	3972

II. NON CERTIFICATED PERSONNEL

(a) Resignations for the Purpose of Retirement

Name: Mary Ellen Condon
Assign./Loc. Secretary I/LBMS
Effective Dates: June 30, 2021

Name: Paul Contratti
Assign./Loc. Groundskeeper/Buildings and Grounds
Effective Dates: September 20, 2021

(b) Discontinuance

Name: Brian Horne
Assign./Loc. Part Time Teacher Aide/LBMS-COVID
Effective Date: April 14, 2021

Name: Brett Ramnarine
Assign./Loc. Part Time Teacher Aide/LBMS-COVID
Effective Date: April 14, 2021

Name: Jaclyn Imrek
Assign./Loc. Part Time Teacher Aide/LBMS-COVID
Effective Date: April 14, 2021

II. NON CERTIFICATED PERSONNEL

(b) Discontinuance (continued)

Name: Traci Taylor
Assign./Loc.: Part Time Teacher Aide/West School-COVID
Effective Date: March 23, 2021

(c) Leave of Absence

Name: Daphney Desamours
Assign./Loc.: Part Time Food Service Worker/Lindell School
Effective Dates: September 1, 2021-June 30, 2022
Reason: Child Care

(d) Appointment: Part Time Building Aide (17.5 hours per week)

Name: Derrell Tolbert
Assign./Loc.: Part Time Building Aide/LBMS
Effective Dates: April 15, 2021-June 30, 2021 (or earlier at the district's discretion)
Grade/Step: Grade 1A/Step 5 (\$19.52-Subject to negotiations)
Reason: reduced in place

II. NON CERTIFICATED PERSONNEL

(e) The following Per Diem Substitute is recommended for approval for the 2020-2021 school year.

Name	Position
Brett Ramnarine	Cleaner
Risa Centenni	Clerical

(f) Completion of Probationary Appointments

The staff members listed below have completed their probationary appointment and has received a satisfactory evaluation and is hereby recommended for permanent appointment.

Name: Lisa Marry
Assign./Loc.: Data Administrator/PPS-Lido School
Effective Date: March 27, 2021

II. NON CERTIFICATED PERSONNEL

(f) Completion of Probationary Appointments (continued)

Name:	Dina Muratori
Assign./Loc.:	Secretary I/PPS-Lido School
Effective Date:	March 24, 2021

- (g) BE IT RESOLVED**, the Board of Education of the Long Beach Public Schools hereby approves an agreement reached by the School District and an employee discussed in executive session dated March 11, 2021.

3. FIRST READING OF POLICY #5633 GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOMS
4. ADOPTION OF REVISED POLICY #6410 STAFF USE OF COMPUTERIZED INFORMATION RESOURCES
5. SECOND READING OF POLICY #6411 STAFF USE OF EMAIL IN THE DISTRICT
6. ADOPTION OF THE UPDATED DISTRICT-WIDE HEALTH AND SAFETY PLAN 2021

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby adopts the updated District-Wide Health and Safety Plan 2021.

7. APPROVAL OF SEQRA – LEAD AGENCY DESIGNATION AND TYPE II DETERMINATION

WHEREAS, the Board of Education of the LONG BEACH PUBLIC Schools (Board of Education) is considering improvements at the East School, Lido Middle School, and Lindell School, High School and Bus Garage

WHEREAS, the proposed project includes

EAST SCHOOL

1. Exterior Masonry Reconstruction and Cornice Replacement

• **LIDO MIDDLE SCHOOL**

1. Asbestos Ceiling Replacement
2. Lighting replacement
3. Tennis Court Reconstruction

• **LINDELL SCHOOL**

1. Exterior Reconstruction and Cornice Replacement

• **LONG BEACH HIGH SCHOOL**

1. Roof and Flashing Replacement

• **BUS GARAGE**

1. Window Replacement
2. Exterior Building Replacement and Reconstruction

WHEREAS, pursuant to 6 NYCRR §617.5(a), "Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part, except as otherwise provided in this section. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Consideration Law, Article 8. The actions identified in subdivision (c) of this section apply to all agencies"; and

WHEREAS, pursuant to 6 NYCRR §§617.5(c) (1), (2), the "maintenance or repair involving no substantial changes in an existing structure or facility", replacement, rehabilitation or reconstruction of a structure of facility, in kind, on the same site, including upgrading buildings to meet building or fire codes...", are Type II actions.

THEREFORE, BE IT RESOLVED, that the Board of Education, after review of the proposed action, 6 NYCRR §617.5, and the opinion provided by John A Grillo Architect PC, hereby determines that the proposed projects are Type II Actions pursuant to 6 NYCRR §§617.5(c) (1), (2) of the

implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment.

8. APPROVAL OF CAPITAL RESERVE FUND EXPENDITURE

WHEREAS, the Board of Education has determined that there is a need to undertake certain capital improvements, renovations and/or alterations in the District's buildings and facilities, to commence during the 2021-2022 school year ("Project") in an amount not to exceed \$4,904,900 as described in the District's 2021-22 Capital Project Report ("Report") on file and available for public inspection in the office of the District Clerk; and

WHEREAS, the Board desires that a proposition be presented to District voters authorizing the expenditure of available funds from the District's 2018 Capital Reserve Fund for that purpose; now, therefore, be it

RESOLVED, that the Board of Education directs the district clerk to include the following proposition in the legal notice of the upcoming election and to place it on the May 18, 2021 ballot:

"RESOLVED, that the Board of Education be authorized to appropriate and expend a sum not to exceed \$4,904,900, representing monies from the 2018 Capital Reserve Fund for the following purposes: school building and district-wide site improvements, renovations and/or alterations consisting of site work at Long Beach High School, including drainage, asphalt and sidewalk bridge installation; asbestos ceiling replacement and tennis court resurfacing at Long Beach Middle School; interior masonry work at Lindell Elementary School; interior column reconstruction and exterior wall reconstruction at East Elementary School; exterior wall and window replacement at the Bus Garage; ("Project"); all of the foregoing to include site improvements, furnishings, equipment, apparatus, machinery, demolition and other incidental work or improvements required in connection therewith, as well as preliminary and other costs incidental thereto and to the financing thereof; provided that the detailed costs of the components of the Project may be reallocated among such components if the Board of Education determines that such reallocation is in the best interests of the District and no material change is made to the scope of the Project. Because the funds to be expended hereunder are from the Capitol Reserve Fund, approval of this proposition will not require a tax levy upon the real property of the district."

9. APPROVAL OF CHANGE IN POLLING LOCATION FOR THE MAY 18, 2021 ANNUAL ELECTION AND BUDGET VOTE

WHEREFORE, the Long Beach City School District is currently divided into five (5) election districts, namely:

LINDELL SCHOOL ELECTION DISTRICT
225 W. PARK SCHOOL ELECTION DISTRICT
EAST SCHOOL ELECTION DISTRICT
EAST SCHOOL GYMNASIUM
LIDO/MS SCHOOL ELECTION DISTRICT
POINT LOOKOUT SCHOOL ELECTION DISTRICT

WHEREFORE, pursuant to the provisions of Section 2604 of the Education Law, given that the polling location of the 225 W. Park Avenue School Election District is unavailable for the 2021 school election and budget vote, the Board seeks to change the location of said election district to the Long Beach Public Library, said election district to be named the 111 W. Park School Election District.

NOW, BE IT HEREBY RESOLVED that pursuant to the provisions of Section 2604 of the Education Law, upcoming school district elections of this School District shall be held in the five (5) election districts, whose boundaries and designated polling places are as follows:

LINDELL SCHOOL ELECTION DISTRICT
LINDELL SCHOOL GYMNASIUM
601 LINDELL BOULEVARD, CITY OF LONG BEACH

This election district embraces the territory bounded on the West by a line parallel to and sixty (60) feet westerly from Malone Avenue, on the North by Reynolds Channel, on the East by the center line of Lafayette Boulevard and on the South by the Atlantic Ocean.

111 W. PARK SCHOOL ELECTION DISTRICT
LONG BEACH PUBLIC LIBRARY
111 WEST PARK AVENUE, CITY OF LONG BEACH

This election district embraces the territory bounded on the West by the centerline of Lafayette Boulevard, on the North by Reynolds Channel, East to the center line of Long Beach Boulevard and South to the Atlantic Ocean.

EAST SCHOOL ELECTION DISTRICT
EAST SCHOOL GYMNASIUM
456 NEPTUNE BOULEVARD, CITY OF LONG BEACH

This election district embraces the territory bounded on the West by the center line of Long Beach Boulevard, on the North by Reynolds Channel, East to the easterly bounding line of the City of Long Beach, and on the South by the Atlantic Ocean.

LIDO/MS SCHOOL ELECTION DISTRICT
LIDO COMPLEX AUDITORIUM LOBBY
239 LIDO BOULEVARD, LIDO BEACH, NEW YORK

This election district embraces the territory of the area known as Lido Beach, bounded on the West by a line commencing due east of the City of Long Beach, on the North by Reynolds Channel, on the East by the west property line of Hempstead Town Park and on the South by the Atlantic Ocean.

POINT LOOKOUT SCHOOL ELECTION DISTRICT
BISHOP MALLOY RECREATION CENTER
15 PARKSIDE DRIVE, POINT LOOKOUT, NEW YORK

This election district embraces the territory of the area known as Point Lookout, bounded on the West by the west property line of Hempstead Town Park, on the North by Reynolds Channel, on the East by the easterly boundary line of Point Lookout and on the South by the Atlantic Ocean.

BE IT HEREBY FURTHER RESOLVED THAT this change of polling location districts for the purposes of voting on School District elections shall be effective for the 2021 Annual Election and Budget Vote and thereafter, pursuant to the Education Law.

10. APPROVAL OF 2021 SCHOOL ELECTION LEGAL NOTICE

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2021 School Election Calendar for the School Board/Budget Election to be held on May 18, 2021 as it appears with the materials accompanying the agenda.

11. AWARD OF RE-BID – BOILER REPLACEMENT LIDO MIDDLE SCHOOL

WHEREAS, the District placed a legal notice advertising a bid for Boiler Replacement at the Long Beach Lido Middle School in the official district papers on February 11, 2021, and provided bid documents to Best Climate Control Corporation, Dominion Construction Corporation, Hirsch & Co., LLC, JNS Heating Service, Inc., and Thermo Tech Construction, Inc.; and

WHEREAS, the District, in accordance with Article 5-A of the General Municipal Law, invited bids on the Roof Replacement at Long Beach Middle School which bids were opened publicly on March 4, 2021; and

WHEREAS, Best Climate Control Corporation was the lowest priced responsible bidder, see below, on the Boiler Replacement at the Long Beach Lido Middle School Bid;

BOILER REPLACEMENT BID – Opened 3/4/2021 @11:00AM	
Contractor	Bid Amount
Hirsch & Co., LLC	\$433,000
Dominion Construction Corp.	\$398,000
JNS Heating Service, Inc.	\$385,000
Thermo Tech Construction	\$358,200
Best Climate Control Corp.	\$324,483

12. AWARD OF BID – ELECTRICAL RECONSTRUCTION

WHEREAS, the District placed a legal notice advertising a bid for Electrical Reconstruction at the Long Beach Lido Middle School in the official district papers on February 11, 2021, and provided bid documents to Andersen Electric, Polaris Electrical Construction Corp., and Palace Electrical Contractors, Inc.; and

WHEREAS, the District, in accordance with Article 5-A of the General Municipal Law, invited bids on the Electrical Reconstruction at Long Beach Middle School which bids were opened publicly on March 4, 2021; and

WHEREAS, Best Climate Control Corporation was the lowest priced responsible bidder, see below, on the Electrical Reconstruction at the Long Beach Lido Middle School Bid;

ELECTRICAL RECONSTRUCTION BID – Opened 3/4/2021 @11:00AM	
Contractor	Bid Amount
Polaris Electrical Const. Corp.	\$38,800
Andersen Electric	\$38, 500
Palace Electrical Contractors, Inc.	\$21,000

13. PAYMENT OF LEGAL BILLS: LEGAL SERVICES

A) FRAZER & FELDMAN, LLP

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$24,921.45 to Frazer & Feldman for legal services for the period of December 1, 2020 through December 31, 2020, \$3033.00 for monthly retainer for legal services for February 2021 and \$3033.00 for monthly retainer for legal services for March 2021.

B) LAW OFFICES OF THOMAS M. VOLZ, PLLC

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$3333.33 to the Law Office of Thomas M. Volz, PLLC for monthly retainer of legal services for the period of February 2021, \$3333.33 for monthly retainer of legal services for March 2021 and \$116.02 for February 17, 2021.

14. APPROVAL OF USE OF SCHOOLS APPLICATION

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools as attached, not to conflict with District events. However, please note that events may have to be modified and/or rescheduled based on building

APPLICATIONS FOR USE OF SCHOOLS

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
City of Long Beach Youth and Family Services	Summer Camp	Middle School Athletic Field #11 & #12 Middle School – Veterans Field	June 28, 2021 – August 20, 2021 Weekdays 7:00am – 4:00pm
Beach Baseball Camps and Clinics, LLC	Baseball Skills Training Camp	High School Alumni Field High School Baseball Field/Softball Field	June 28-July 9, 2021 Weekdays only 8:30am – 2:30pm
LB Ballers	Youth Baseball	Middle School Field 9 – SE BB	March 23 – June 30, 2021 Tues, Thurs, Fri 6:00pm – 8:00pm Sundays 9:30am – 11:30am
Long Beach Lacrosse Club	Youth Lacrosse Camp	Middle School Veterans Field and Field House Bathrooms	July 5 – July 9, 2021 Weekdays 8:00am – 3:30pm

Non-Instructional/Business
Operations**SUBJECT: GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOMS**

The District is committed to creating and maintaining an inclusive educational and work-environment. The District will ensure that all single-occupancy bathroom facilities are designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.

"Single-occupancy bathroom" means a bathroom intended for use by no more than one occupant at a time or for family or assisted use and which has a door for entry into and egress from the bathroom that may be locked by the occupant to ensure privacy and security.

All gender neutral bathroom facilities will be clearly designated by the posting of signage either on or near the entry door of each facility.

Education Law § 409-m
Public Buildings Law § 145

NOTE: Refer also to Policy #7552 – Complaints and Grievances by Students

First Reading: March 23, 2021
Second Reading:
Adoption:

Human Resources

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

I. DISTRICT COMPUTER SYSTEM

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks, wireless networks/access and electronic communication systems. This may include access to electronic mail and the Internet. It may also include the opportunity for staff to have independent access to the DCS from their home or other remote locations, and/or to access the DCS from district-owned or their personal devices. All use of the DCS and the wireless network, including independent use off school premises and use on personal devices, shall be subject to this policy and accompanying regulations. Every employee/authorized user has a responsibility to be knowledgeable about the inherent risks associated with social media and email usage and to avoid placing the School District at risk.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of the DCS.

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge in writing this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

Access to confidential data may be required of District employees in the performance of their duties. Safeguarding this data is a District obligation that the Board of Education takes very seriously. Employees have a responsibility to maintain confidentiality when utilizing electronic mail and/or when accessing the DCS on or off school grounds. District employment does not automatically guarantee the initial or ongoing ability to use mobile or personal devices to access the DCS and the information it may contain.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. The Superintendent or his/her designee will further define general guidelines of appropriate staff conduct and use as well as prohibited behavior.

Human Resources

District staff shall also adhere to the laws, policies and rules governing information technology and intellectual property rights including, but not limited, to copyright laws, rights of software publishers, license agreements, and rights of privacy protected federal and state laws.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

II. SOCIAL MEDIA USE BY EMPLOYEES

The School District recognizes the value of teacher and professional staff inquiry, innovation, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Every employee/authorized user has a responsibility to be knowledgeable about the inherent risks associated with email and social media site usage and to avoid placing the School District at risk.

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: websites, applications, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the School District Community which do not fall within the District's electronic technology network (e.g. Facebook, Twitter and Instagram). The definition of District approved, password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use (e.g., Google). Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be categorized as Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. Personal use of social media or SNS by employees during District time or on District owned equipment is discouraged. Employees should maintain the highest level of professionalism, when communicating on social media or SNS, whether using District devices or their own personal devices, as the District views employees as role models both at school and away from school. Communications which disrupt co-worker relations, erodes a close working relationship premised on professionalism and confidentiality, and/or interferes with the performance of an employee's duties may be deemed inappropriate. Employees have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Human Resources

III. CONFIDENTIALITY, PRIVACY INFORMATION AND PRIVACY RIGHTS

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and District assessment data, shall only be loaded, stored or transferred to District-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the DCS, any mobile devices, including flash or key drives, and any devices that access the DCS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location or cloud based storage services (such as Dropbox, Google drive, SkyDrive, etc.) for confidential files.

Staff will not leave any device unattended with confidential information visible. All devices are required to be locked down while the staff members steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Director of Instructional Technology or his/her designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

First Reading: April 21, 2016

Second Reading: May 5, 2016

Adoption: May 26, 2016

First Reading of Revised: March 9, 2021

Adoption: March 23, 2021

SUBJECT: STAFF USE OF EMAIL IN THE DISTRICT**I. Overview**

Email is a valuable tool that allows for quick and efficient communication. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management.

District-related emails are most secure and best managed when District email services are used. Accordingly, the District's email services should be used for all district-related emails, including emails in which students or student issues are involved. Personal email accounts should not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

Scope and Application of Policy

This policy applies to all District employees and any individual assigned a District email address to conduct District-related business (authorized user).

II. Sending Emails with Personal, Private, and Sensitive Information

Personal, private, and sensitive information (PPSI) is any information to which unauthorized access, disclosure, modification, destruction, use, or disruption of access or use could have or cause a severe impact on critical District functions, employees, students, third parties, or other individuals or entities. For purposes of this policy, PPSI includes, but is not limited to:

- a) District assessment data;
- b) Protected student records;
- c) Information subject to laws protecting personal information such as Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA);
- d) Social security numbers;
- e) Driver's license or non-driver identification card numbers;
- f) Credit or debit card numbers;
- g) Account numbers;

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- h) Passwords; and
- i) Access codes.

The failure to follow proper security protocols when emailing PPSI increases the risk that unauthorized individuals could access and misuse PPSI.

District employees and authorized users may not send or forward emails that include:

- a) PPSI without building principal or supervisor authorization. Additional precautions, such as encrypting the email in a District-approved method, should be taken when sending any emails containing PPSI.
- b) Lists or information about District employees without building principal or supervisor authorization.
- c) Attachments with file names that may disclose PPSI. Files containing PPSI should be password protected and encrypted. File protection passwords should not be transmitted via email. District employees and authorized users may use cloud-based storage services to transmit files with PPSI with previous District approval or consulting with a building principal or supervisor.

Any questions regarding the District's protocols for sending emails with PPSI or what information may or may not be emailed should be directed to a supervisor or the Director of Instructional Technology.

III. Receiving Suspicious Emails

Social engineering attacks are prevalent in email. In a social engineering attack, an attacker uses human interaction (social skills) to obtain confidential or sensitive information.

Phishing attacks are a form of social engineering. Phishing attacks use fake email messages pretending to represent a legitimate person or entity to request information such as names, passwords, and account numbers. They may also deceive an individual into opening a malicious webpage or downloading a file attachment that leads to malware being installed.

Malware is malicious software that is designed to harm computer systems. Malware may be inadvertently installed after an individual opens an email attachment, downloads content from the Internet, or visits an infected website.

(Continued)

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity. These indicators include, but are not limited to:

- a) Attachments that were not expected or make no sense in relation to the email message;
- b) When the recipient hovers the mouse over a hyperlink that is displayed in the email, the link to the address is for a different website;
- c) Hyperlinks with misspellings of known websites;
- d) The sender is not someone with whom the recipient ordinarily communicates;
- e) The sender's email address is from a suspicious domain;
- f) Emails that are unexpected, unusual, or have bad grammar or spelling errors; and
- g) Emails asking the recipient to click on a link or open an attachment to avoid a negative consequence or to gain something of value.
- h) Emails marked as external messages but appearing as internal communications.

District employees and authorized users should forward suspicious emails to the District's information technology (IT) staff.

IV. No Expectation of Privacy

District employees and authorized users should have no expectation of privacy for any email messages they create, receive, or maintain on their District email account. The District has the right to monitor, review, and audit each District employee's and authorized user's District email account.

Email accounts on the District's system are the property of the School District.

V. Accessing District Email Services on Personal Devices

In the event a District employee or authorized user loses a personal device that has been used to access the District's email service, that District employee or authorized user should notify the District's IT staff so that measures can be taken to secure the email account.

VI. Personal Use

The District's email services are intended for District-related business only. Incidental or limited personal use of the District's email services is allowed so long as the use does not interfere with job performance. However, District employees and authorized users should have no expectation of privacy in this email use.

(Continued)

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

If employees decide to use the District's email system for personal use, the employee will be held accountable for the content of all incoming and outgoing personal messages. The District has the right to monitor all school district owned email accounts. If the use of an account by an employee is found to be in violation of Federal or State law or regulation, and/or school district policy, and contractual and/or assigned responsibilities, the employee may be subject to prosecution and/or disciplinary action. Employees should maintain the highest level of professionalism, when communicating via email, as the District views employees as role models both at school and away from school. Communications which disrupt and/or interfere with the performance of any employee's duties may be deemed inappropriate.

It is prohibited to use the District's email services for:

- a) Illegal purposes;
- b) Transmitting threatening, obscene, discriminatory, or harassing materials or messages;
- c) Personal gain or profit, e.g., outside tutoring, second jobs, music lessons;
- d) Promoting religious or political causes; and/or
- e) Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.
- f) The District's email services should not be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc.

Personal email accounts or services should not be accessed via the District Computer System (DCS) without authorization from a building principal or supervisor.

VII. Confidentiality

Staff will not use email to transmit confidential files in order to work at home or another location.

VIII. Training

District employees and authorized users will receive ongoing training related to the use of email in the District. This training may cover topics such as:

- a) What is expected of users, including the appropriate use of email with students, parents, and other individuals to avoid issues regarding harassment and/or charges of fraternization;
- b) How to identify suspicious emails, as well as what to do after receipt of a suspicious email;
- c) Emailing PPSI;
- d) How to reduce risk to the District;

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- e) Cost of policy non-compliance;
- f) Permanence of email, including how email is never truly deleted, as the data can reside in many different places and in many different forms; and
- g) Users not having an expectation of privacy when using the DCS or any District email service.

IX. Notification

The District will provide annual notification of this policy and any corresponding regulations to all District employees and authorized users. The District will then require that all employees and authorized users acknowledge that they have read, understood, and will comply with the policy and regulations.

X. Records Management and Retention

The same laws and business records requirements apply to email as to other forms of written communication.

Email will be maintained and archived in accordance with Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures.

Additionally, emails may be subject to disclosure under the Freedom of Information Law (FOIL), a court action, an audit, or as otherwise required or permitted by law or regulation.

XI. Disciplinary Measures

Failure to comply with this policy and any corresponding regulations or procedures may subject a District employee and authorized user to discipline such as loss of email use, loss of access to the DCS, and/or other disciplinary action up to and including termination. When applicable, law enforcement agencies may be contacted.

The District's IT staff may report inappropriate use of email by a District employee or authorized user to the District employee or authorized user's building principal or supervisor who may take appropriate action which may include disciplinary measures.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6410 -- Staff Acceptable Use Policy
#8271 -- Internet Safety/Internet Content Filtering

First Reading: March 9, 2021
Second Reading: March 23, 2021
Adoption: