

# **POLICY AND CURRICULUM SUBCOMMITTEE MEETING**

**Monday, June 6, 2016**

**Oliver Administration Building**

## **PRESENT**

**Subcommittee: Erin Schofield, Chair; John Saviano and Lynn Wainwright**

**School Committee, Administration & Guests: Diane Sanna, Assistant Superintendent; Thomas Driscoll, Director of Educational Technology; and Rosemary Muller, Director of Technology**

**Meeting called to order by Erin S. at 6:13 p.m.**

## **APPROVAL OF MINUTES**

**MOTION: John S. motioned to approve the minutes of the May 2, 2016 meeting; Lynn W. seconded.**

**The motion passed unanimously.**

## **1:1 DEVICE INITIATIVE**

**By way of review, Diane S. stated that during the last meeting another District's 1:1 Device Initiative Policy Guide was reviewed which would support the Bristol Warren Regional School District's 1:1 Device Initiative. At that time, a decision was made to pull out sections from that policy guide to create a BWRSD 1:1 Device Initiative Policy. The**

**newly drafted policy will be referred to as the Information Technology Student Equipment Policy which is a user friendly resource for both students and families. Diane S. distributed copies for the Subcommittee's review.**

**A discussion ensued on consistency of grammar rules across BWRSD policies.**

**A discussion ensued regarding the mandate contained within the Information Technology Student Equipment Policy that students are responsible for damaged equipment. A consensus was reached to include "families/guardians" in addition to students where the mandate appears in the policy.**

**A discussion ensued regarding revisions to the Statement of Compliance to include a signature line to be signed off by the student and the parent/guardians.**

**MOTION: Lynn W. made a motion to move the Information Technology Student Equipment Policy, with updates discussed, to the full School Committee for a first reading; seconded by John S.**

**The motion passed unanimously.**

#### **TECHNOLOGY DEVICE CARE & USE POLICY GUIDE**

**The Subcommittee reviewed the Technology Device Care and Use Policy Guide and directed questions to Tom D. and Rosemary M.**

**Lynn W. suggested that device stickers include a disclaimer regarding lost equipment to read “return to the BWRSD IT Department”.**

**A discussion ensued regarding optional device insurance available for purchase through GoCare. Rosemary M. became aware of GoCare through another district’s 1:1 Device Policy and stated that she still had to research more about that particular insurance.**

**A consensus was reached to remove from the policy draft mention of GoCare for optional insurance and to simply state that students and families could contact the IT Department for additional information regarding device insurance.**

**Several changes to the policy draft were discussed and agreed upon.**

**The Technology Device Care & Use Policy Guide will be included as Exhibit A of the Information Technology Student Equipment Policy.**

## **TECHNOLOGY RESOURCES RESPONSIBLE USE POLICY**

**Diane S. explained that currently the BWRSD has a separate computer use policy for employees and one for students. Both policies have been combined to create the Technology Resources Responsible Use Policy.**

**Subcommittee members reviewed the content of the policy.**

**Revisions were discussed and agreed upon.**

**MOTION: Lynn W. made a motion to replace Employee Computer Use Policy GCQB and the Student Computer Internet use Handbook Policy with the newly drafted Technology Resources Responsible Use Policy; seconded by John S.**

**The motion passed unanimously.**

**MOTION: Lynn W. made a motion to send to the full School Committee the Technology Resources Responsible Use Policy for a first reading; seconded by John S.**

**The motion passed unanimously.**

**{Tom D. left at 7:47 p.m.}**

## **BUDGET DEADLINES & SCHEDULES (DBC)**

**Erin S. stated that the Budget/Facilities Subcommittee made a recommendation to the Policy & Curriculum Subcommittee to revise the Budget Deadlines & Schedules (DBC) Policy to include, as part of the timeline, School Committee approval of the preliminary budget by June 30th. The preliminary budget would contain the bottom line**

**amount approved by the Joint Finance Committee in March. The final balanced budget is already scheduled to be approved by the School Committee in July or August.**

**Language for the additional timeline item was discussed.**

**{Rosemary M. left at 7:52 p.m.}**

**MOTION: John S. made a motion to revise the Budget Deadlines & Schedules Policy (DBC) to include School Committee approval by June 30th of the preliminary budget, as approved by the JFC, and move forward for a first reading by the full School Committee; seconded by Lynn W.**

**The motion passed unanimously.**

## **ADJOURNMENT**

**MOTION: John S. made a motion to adjourn the meeting at 8:00 p.m.; seconded by Lynn W.**

**The motion passed unanimously.**

**/kd**