


Memorandum

To: Mason Kortz, ACLU
Fr: Stephen Russell 
Date: 1/16/15
Re: Request for Information

Mr. Kortz, this information is being provided to you relative to your request for public records received on 12/1/14. My apologies for the delay in responding. There is no fee charged for the time/materials required to meet your request.

Item #1a, b & #2.

Reference email from Business Administrator Philip Littlehale and letter from Dennis Cardiff from IMG.

Item #1 c

Email from Jim Hermann, Interim Co-Director of Information Technology.

Item #1 d & #2

Samples excerpts from student/parent handbooks from various district schools and materials produced for the district are enclosed as is a copy of our Responsible Use Agreement.

The "second" #1 & #2

Item #1a

Camera's cover the primary entryway of each school. They run on a web based system. Information is stored on the hard drive of each unit and automatically erased every 30 days. To retrieve any information within the 30 day cycle, we need to contact the company and file a specific request. (This is done only on a needs based vs. regular basis.

Item #1b & c.

No such systems are presently in use here.

Item #2

We do not provide students with email accounts.

Steve,

#1 A, B, 2

1.A. The purchase, lease, or use of an SIS. Attached is the invoice for the fee for this school year.

1.B. The purchase, lease, or use of any hardware or software that is able to access student records by connecting to an SIS. Request is too broad and vague. Response is "In an attempt to comply with your request and provide the information you seek in the most efficient manner we request that you clarify your request with more specificity."

Page 2 #2 Any contract, agreement, or Memoranda of Understanding with an email provider to manage student email accounts. We do not provide student email accounts.

We're still working on 1.A. with the vendor.

Philip A. Littlehale
Business Administrator
Salem Public Schools
29 Highland Avenue
Salem, MA 01970
philiplittlehale@salemk12.org
978-740-1222 (office)

Stephen Russell on Monday, December 29, 2014 at 10:03 AM -0500 wrote:

Hi Phil, I have an ACLU request for information (attached). As part of our compliance with this request would you provide me with any information you have specific to 1.a, b. and on page #2, item #2.

Thanks in advance.

Steve

November 15, 2012

Salem Public Schools
Ms. Loretta Cannistraci, Dir. of IS
29 Highland Ave
Salem, MA 01970

Dear Loretta,

The following Software Support and Maintenance Pricing are submitted to you as you prepare your Budget for the 2013-2014 Fiscal year. These estimates contain a modest 2% increase for the next fiscal year.

iPass Annual Support Services	\$27,081.00
Annual SIF Maintenance & Support	\$ 700.00
IAuto Alert @ \$1.50/student	\$ 6,838.50
Annual Hosting Services	\$ 4,027.00
Annual SSL Renewal	<u>\$ 350.00</u>
	\$38,996.50
*TOTAL DUE FOR FY 2014	\$38,996.50

Our Annual invoicing will be forwarded to you during the month of June, 2013.

*For budget planning purposes, any requests for on site training will require an approved purchase order in the amount of \$1,000.00 per day. The total due above does NOT include any on site training at your district. For more information regarding training for your district's needs, please contact Sharon O'Connor at 1-800-875-4109 or soconnor@imgsoftware.com.

IMG will also be offering several IMG Institute Workshops. These workshops will be offered at various times during the course of the fiscal year. Please refer to the last page of this document for a Workshop Planning Sheet.

We anxiously look forward to servicing your needs for the coming year. In the event you have any questions regarding our services or the proposed agreement for the next fiscal year, please feel free to contact me personally at any time.

Sincerely,

Dennis W. Cardiff
President

Dr. Russell,

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The data is stored on our network behind our Fortigate Firewall (link to company website for fuller description - <http://www.fortinet.com/products/fortigate/>)

Our data is backed up, on-site nightly and critical data is additionally backed up weekly off-site.

Traffic to on-line applications which involve student information, such as iPass, Esped, Healthmaster, Nutrikids, etc, is transported using the SSL protocol(<https://www.globalsign.eu/ssl-information-center/what-is-ssl.html>).

Please let me know whether this covers what you were looking for.

Jim Herman
Interim Co-Director Department of Information Technology
Salem Public Schools
jimherman@salemk12.org
978-740-1158

CONFIDENTIALITY NOTICE: This electronic transmission is for the intended recipient only and may contain information that is privileged, confidential, or otherwise protected from disclosure. Any review, dissemination, or use of this transmission or any of its contents by persons other than the intended recipient is strictly prohibited. If you receive this transmission in error, please notify the sender immediately upon receipt and delete or destroy the communication and its attachments. Thank you for your cooperation.

Stephen Russell writes:

Hi Jim, can you tell me how we currently protect our stored data and over-all computer system?

Thanks,
Steve

Dr. Steve Russell, Superintendent



STUDENT RECORDS

Health Records – Health records are kept by the school nurse. Please notify the nurse of illness, surgery, immunizations, booster shots, etc.

Description: A student's student record consists of all information kept by the school and organized in a manner such that he/she may be individually identified. The student record includes both the Permanent Record (the transcript) and the Temporary Record (the remaining documents). The transcript shall contain the minimum data necessary to reflect the student's educational progress. This data shall be limited to the student's name, address and phone number; birth date; the name, address, and phone number of parent/guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

The Temporary Record contains the majority of student information about the student maintained by the school. This record may include information such as standardized test results, MCAS scores, extracurricular activities, and evaluations by teachers, counselors or other school staff.

Student Record: Destruction of Records

Following a student's withdrawal, transfer, or graduation from the Carlton School, the only document that will be kept on file by Carlton School will be the Transcript/ Permanent Record, which must be kept by the school system for at least sixty (60) years after the student leaves the system. While the student remains enrolled in the Carlton School his/her Permanent Record and Temporary Record will be maintained by the school. The student record will follow the student if he/she transfers to or advances to another school in the district.

Upon the student's withdrawal, transfer, or graduation from Carlton School he/she will be given notice at that time of the right to obtain the Temporary Record and that, should he/she not obtain it, it will be destroyed by a specified date (which by law must be within seven (7) years of withdrawal, transfer, or graduation). Since there may be some information contained within the folder, such as the student's Health

Student Records Law

These regulations were adopted "to insure parents and students the rights of confidentiality, inspection, amendment and destruction of student records." (M.G.L. c 71, Section 34) The following are a few of the highlights contained in the regulations.

1. Student records shall consist of the transcript and temporary record. School departments must keep transcripts for 60 years after a student's withdrawal, transfer, or graduation. Temporary records shall be destroyed after five years.
2. Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of, and secure copies of information and data in their children's school records until the student becomes eighteen.
3. When a student becomes fourteen or enters Grade 9, the student or parent may exercise rights with regards to student records. At age eighteen, the student may assume exclusive responsibility for exercising these rights by written request.
4. With few exemptions, no information in a student's record shall be disseminated to a third party without the written consent of the eligible student, his or her parent, or authorized school personnel.
5. Student and/or parent request for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay.
6. At least once during every school year, the school shall publish and distribute routine information letters to students and their parents informing them of the following:
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 - a. the standardized testing program to be conducted during the year
 - b. the general provision of these regulations regarding parent and student rights, and that copies of these regulations are available to them from the school

Bentley School (K-2)

STUDENT RECORDS

DIRECTORY INFORMATION

In accordance with student record regulations the Salem Public Schools considers the following to be Directory Information, which will be released without the consent of eligible students or parents: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, class, degrees, honors and awards, and post-high school plans.

In addition, the Armed Forces Recruiter Access to Students and Student Recruiting Information Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher learning.

Parents and eligible students, not wishing to have some or all of the information listed above released without their consent should notify their building principal in writing.

STUDENT RECORDS LAW

Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of and secure copies of information and data in their child's school records until the student turns 18. When a student becomes 14, or enters Grade 9, the student or parents may exercise the rights with regard to the student record. At age 18, the student may assume exclusive responsibility for exercising these rights by written request.

With a few specific exemptions, no information in a student's record shall be disseminated to a third party without written consent of the eligible student and/or parent. Student and/or parent requests for access to records shall be granted no later than two consecutive school days after the initial request, unless the requesting party consents to a delay.

SCHOOL HEALTH PROGRAM

If you are not feeling well, your teacher will give you a pass. Go directly to the nurse's office. If no one is there, go to the main office. If you are sent home, you will be given a dismissal slip by the nurse which you are to leave with the secretary in the main office. She will call someone to come after you or provide a way for you to get home. You are not allowed to call your parent to get permission to go home sick without seeing the nurse first.

The school is not responsible for treatment. Emergency care is given to the child when it is necessary in school. A written order by your family doctor must be sent to the nurse before any medication is given, except that middle and high school students may receive non-aspirin in school with parent or guardian written (form) permission.

In case of illness, the parent will be called. It is important that the school nurse have a home phone number and an emergency number. All students who are dismissed must be picked up at school by the parent, guardian or previously designated emergency contact.

In the case of an accident, parents are called and if the child can be transported by car, the parents will take the child to the doctor or hospital. If the child cannot be moved, or is seriously injured, an ambulance will be called, and parents will be notified.

Medical history, emergency numbers, immunization, and any special physical condition should be made known to the nurse. By state law, all children must be immunized against Diphtheria, Tetanus, Polio, Measles, Rubella and German Measles. Failure to follow this state law will result in exclusion from school. Religious exceptions must be arranged by contacting the school nurse.

SKATEBOARDS/ROLLERBLADES/ROLLERSNEAKERS/SCOOTERS

Use of skateboards/rollerblades/scooters is not allowed on school property and these items will be confiscated if you choose to do so. You may pick them up in the office at the end of the next day. If taken from you a second time, they will only be returned to your parents.

STAYING AFTER SCHOOL

If you plan to stay after school for additional instruction with a teacher, intramurals or special programs, you will be expected to report immediately after school. If you need to call your parents you will always be allowed to. You can make the call directly from most classrooms sometime during the day. In addition you will always be allowed to use the phone in the office for this purpose, except between 2:45PM and 3:00PM. If call is made during school day, you must have a phone pass.

If you are not staying with a teacher or involved with an after school club or activity, you must be out of the building no later than 2:55PM. REMINDER, expectations regarding school behavior apply at all times when you are in the building.

STORM ANNOUNCEMENTS

If the weather is bad and you think school may be cancelled or delayed, listen to one of the following stations around 6:00AM:

Boston's Channel 4, Channel 5, Channel 7.
Notification will also be on the Salem Public Schools website (www.salemk12.org). Additionally, an iAuto Alert telephone message will be sent to your home.

Please do not call the school, police or fire departments.

On the day of a delayed school opening, the above stations will tell you weather it is a one-hour delay (9:15 AM start time) or a two-hour delay (10:15 AM start time)

STUDENT RECORDS

There are several rules and regulations in Massachusetts regarding student records. Please consult the CMS office if you have any questions.

TARDINESS

Late to school: No student should be in the hallways before 8:05AM. You can go to the cafeteria at 7:35AM to have breakfast. The bell at 8:05AM means you must enter the building at this time or leave the cafeteria. The bell at 8:15AM indicates that you should be in homeroom.

If you arrive in homeroom after 8:15 AM you are considered tardy. After 8:15 A.M report to the lobby desk for admittance.

Class time lost because of tardiness will have to be made up after school.

In addition, students who are late to school five or more times will be assigned one day in-school suspension the following day.

Late to class: Students should pass quickly from one class to the next. Students entering the room after the teacher has started the class are late.

If you are tardy to class you should have a note explaining the reason. Late students have until the end of the day to produce an excusing pass from the previous teacher.

Unexcused tardiness will have to be made up after school.

VISITOR PASSES

All visitors in the school have to enter through the lobby door, sign in and wear a visitor's pass.

VISITORS (STUDENTS)

If you want to bring a student visitor to school for the day, you must do the following:

1. Pick up in the office in advance a Visitor Permission Form.
2. Have visitor's parent sign permission form.
3. Obtain signed approval from teachers you will have that day.
4. Return form to office two days prior to visit for final approval by an administrator.

WALKING

Most of you will walk to school this year. You are expected to follow established walking routes and cross at designated safety crosswalks where the crossing guards are stationed before and after school. Once you arrive on school grounds you must stay.

SALEM

HIGH SCHOOL

Students Have Solutions

Student-Parent Handbook 2014-15

Mr. David J. Angeramo, Principal, 978-740-1123

Freshman Housemaster - Jessica Callanan	740-1146
Sophomore Housemaster - James Flynn	825-3465
Upper Class Housemaster - David Fischer	825-3466
Administrator of Teaching and Learning - Andrew Wulf	825-3450
Special Ed. Dept. Head - William Newell	740-1135
Director of Guidance - Robert Quist	740-1125
Vocational Ed. Director - Richard McLaughlin	825-3602
Athletic Director - Scott Connolly	740-1113

Guidance Office: 978-740-1157, FAX 740-1122

Community Outreach - Juan Encarnacion: 978-740-1129

Conflict Resolution Coordinator - Nancy Hannigan: 978-740-1177

Front Desk:	740-1141
Student Activities:	740-1121
Nurse's Office:	740-1119
Music Office:	740-1136

Web Site: www.salemk12.org

This Student/Parent Agenda Belongs To:

<hr/>	
Name:	
<hr/>	
Address:	
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City:	Salem, MA 01970
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Phone:	
<hr/>	
Housemaster:	ID#:

Record, which may be of value in the future, it is suggested that the student obtain the Temporary Record at that time and that the student make and keep duplicate copies. If the student received any special education services while enrolled in the Carlton School, the student may obtain those parts of the Temporary Record from the Student Services Office.

Student Records: Access by Parents

A parent with physical custody of the student has the right to inspect and/or copy all portions of the student record upon request. The record must be made available to the parent no later than ten days after the request, unless the parent consents to a delay or unless the request is made by a non-custodial parent. **A reasonable fee may be charged for the cost of copying the record.** The parent also has the right to amend the student record or to request deletion of certain information. Instruction on how to do this may be obtained from the Principal's office.

The parent may also request to have parts of the record interpreted by a qualified school personnel or may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the parent prior to gaining access to the student record.

Student Records: Access Procedures for Non-custodial Parents

State law mandates standard procedures for making student records available to a non-custodial parent. Under MGL, Chapter 71, Section 34H, a non-custodial parent is one who does not have physical custody of his/her child. **Such parent must submit a written request to the school principal annually in order to obtain a copy and/or access to his/her child's record.**

For more information about making this type of request, contact the Principal's office.

Student Records: Access by Third Parties

With a few exceptions, information in a student's record will not be released to a third party without the written consent of the parent having physical custody of the student. These exceptions are set forth in the federal statute "FERPA", 20 U.S.C., § 1232g and 34 CFR Part 99, and in the Massachusetts regulations, 603 CMR 23.00 (School Committee Policy JRA-R at www.aps1.net). In addition, the following information will be released as a routine matter unless the parent follows the objection process set forth at the end of this section.

APPENDIX N STUDENT RECORDS LAW

These regulations were adopted "to insure parents and students the rights of confidentiality, inspection, amendment and destruction of student records."
(M.G.L. Chapter 71, Section 34)

The following are a few of the highlights contained in the regulations and a listing of those standardized tests administered by our schools.

- 1) Student records shall consist of the transcript and temporary record.
School departments must keep transcripts for sixty years after a student's withdrawal, transfer or graduation. Temporary records shall be destroyed after 5 years.
- 2) Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of, and secure copies of information and data in their children's school records until the student becomes eighteen.
- 3) When a student becomes fourteen or enters grade nine, the student or parent may exercise rights with regard to student records. At age eighteen the student may assume exclusive responsibility for exercising these rights by written request.
- 4) With few specific exemptions, no information in a student's record shall be disseminated to a third party without the written consent of the eligible student and/or parent. Third party shall mean any person or private or public agency, authority, or organization, other than the eligible student, his or her parent, or authorized school personnel.
- 5) Student and/or parent request for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay.
- 6) At least once during every school year, the school shall publish and distribute a routine information letter to students and their parents informing them of the following:
 - a. The standardized testing program to be conducted during the year.
 - b. The general provisions of these regulations regarding parent and student rights, and that copies of these regulations are available to them from the school.

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STUDENT RECORDS

DIRECTORY INFORMATION

In accordance with student record regulations the Salem Public Schools considers the following to be Directory Information, which will be released without the consent of eligible students or parents: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, class, degrees, honors and awards, and post-high school plans.

In addition, the Armed Forces Recruiter Access to Students and Student Recruiting Information Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher learning.

Parents and eligible students, not wishing to have some or all of the information listed above released without their consent should notify their building principal in writing.

STUDENT RECORDS LAW

Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of and secure copies of information and data in their child's school records until the student turns 18. When a student becomes 14, or enters Grade 9, the student or parents may exercise the rights with regard to the student record. At age 18, the student may assume exclusive responsibility for exercising these rights by written request.

With a few specific exemptions, no information in a student's record shall be disseminated to a third party without written consent of the eligible student and/or parent. Student and/or parent requests for access to records shall be granted no later than two consecutive school days after the initial request, unless the requesting party consents to a delay.

13. Students may not move or rearrange the furniture in the IMC without permission from the library staff.
14. The IMC should be neat and orderly for all patrons. Thus students need to dispose of their trash and push in their chairs before they leave.
15. Students must present their school ID to check out items from the IMC. All items can be checked out for two weeks and may be renewed once if there are no holds on them. Students are responsible to return items on time and in good condition for the next user.
16. Payment is required for lost or damaged materials before a student leaves the Salem Public Schools including graduating seniors.



INFORMATION RELEASE

The school may release a student's name, address, telephone listing, and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent, provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not to be released with out the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CRM 23.10.

The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, of the Department of Youth Services under the provisions of M.G.L c. 119, SS 51B, 57, 69, and 69A respectively.

PARKING

Licensed students may park in student parking areas during school hours. All cars parked in student parking areas must be registered with Salem High School administration.

1. Students parking in fire lanes, handicapped areas, or unmarked lanes will be towed without warning and at owner's expense.
2. Vehicles improperly parked may be towed without notice.
3. Vehicles on school grounds are subject to search for banned material substances when reasonable suspicion exists that they may be present.
4. Violations of motor vehicle rules will result in revocation of driving privilege as well as possible disciplinary action.
5. The driver of a motor vehicle and all passengers must wear seat belts when on school property.
6. Students not in "Good Standing" will lose parking privileges.

SCHOOL CANCELLATIONS AND DELAYED OPENINGS

School closing or delayed opening announcements will be made by radio on radio stations WBZ, 1030 AM, WESX 1230 AM, and on television stations WBZ Channel 4, WCVB channel 5, WHDH channel 7 and WLVI channel 56. Announcements will also be listed on the local cable station, Salem Access TV or on the web site @salem.k12.ma.us. A Connect-Ed phone call will also be placed

In the event that students have already arrived at school and the weather worsens during the school day, except in the case of crisis or emergency, students **will not be dismissed until the end of the regular school day** to allow buses to make regularly scheduled runs.

Severe disciplinary action will be taken by school officials for any student directly or indirectly involved in a hazing incident. These disciplinary actions may include suspension or expulsion, removal from athletic teams, clubs and activities and loss of captaincy privileges, if applicable.

M.G.L. Chapter 76, Section 5

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (Ch. 622 of Acts of 1971, Ch. 282 of Acts of 1993, G.L.c76s.5)

Search and Seizure

A student search, either personal or locker, by a public school official or teacher will be found reasonable, under the US Supreme Court New Jersey v. T.L.O (1985) standard, if (a) there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and (b) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

"Reasonable grounds" for a student search may include, for example, a school official's personal observation that a student possess contraband material on school premises, or the official's receipt of a report to that effect by a teacher, another school employee, a student, or some other reliable source. Even a report from an anonymous source may constitute reasonable grounds for a search, if all the circumstances persuade the school official that the report is reliable (for example, there is independent information corroborating it). In general, the more serious the threat to public safety posed by the contraband material allegedly possessed by the student (e.g. a weapon), the more likely it is that a court would find reasonable grounds for school officials to act swiftly to conduct a search.

Section 504

No otherwise qualified individual shall solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (Section 504 of the Rehabilitation Act of 1973) Inquires regarding compliance with this law can be directed to the Director of Special Education @ 978-740-1249.

State and Federal Legislation Statement


This communication provides information concerning important pieces of state and federal legislation. These laws are promulgated by the Salem Public Schools to insure the equal enjoyment of opportunities, advantages, privileges, and courses of study regardless of race, color, religion, national origin, or sexual orientation. Salem is an equal opportunity employer that complies with the provisions of M.G.L. c. 76, § 5, Title IX, Section 504, the Student's Record Law, and the Drug-Free Schools Act of 1988.

 *Student Records Law*

These regulations were adopted "to insure parents and students the rights of confidentiality, inspection, amendment and destruction of student records." (M.G.L. Chapter 71, Section 34) The following are a few of the highlights contained in the regulations and a listing of those standardized tests administered by our schools.

- 1) Student records shall consist of the transcript and temporary record. School departments must keep transcripts for sixty years after a student's withdrawal, transfer or graduation. Temporary records shall be destroyed after 5 years.
- 2) Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of, and secure copies of information and data in their children's school records until the student becomes eighteen.
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assume exclusive responsibility for exercising these rights by written request.

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- 4) With few specific exemptions, no information in a student's record shall be disseminated to a third party without the written consent of the eligible student and/or parent. Third party shall mean any person or private or public agency, authority, or organization, other than the eligible student, his or her parent, or authorized school personnel.
 - 5) Student and/or parent request for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay.
 - 6) At least once during every school year, the school shall publish and distribute a routine information letter to students and their parents informing them of the following:
 - a. The standardized testing program to be conducted during the year.
 - b. The general provisions of these regulations regarding parent and student rights, and that copies of these regulations are available to them from the school.

Title IX

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. (Title IX of the Education Amendments of 1972)

Inquiries regarding compliance with these laws can be directed to the Civil Rights Compliance Officer/ Title IX Coordinator, Ms Martine Albama, 978-740-1126, Salem High School, 29 Highland Avenue, Salem, MA 01970

Use or Possession of Tobacco Products on School Property Policies City of Salem Board of Health Regulation #28

TOBACCO

In accordance with Massachusetts General Laws Chapter 71, Section 37 H, the Salem Public Schools in conjunction with the City of Salem, pursuant to the authority granted under Massachusetts General Laws Chapter 111, Section 31, have implemented a Tobacco-Free Schools Policy. This policy prohibits the use of any tobacco products within the school buildings, school facilities, and school activities, on the school grounds or on the school buses by any individual, including school personnel.

The Salem School Committee and City of Salem are dedicated to providing a healthy, comfortable, productive learning environment for students, staff, and citizens and endorses the implementation of this policy. This prohibition applies to all employees, students, visitors, and other property owned, used leased or rented by or from the Salem Public Schools. All Salem Public School employees, any individual, group or agency using a school facility, or anyone receiving payment for services from the School Department, are responsible for compliance and assistance in the enforcement of the Tobacco-Free Schools policy.

PENALTIES

The designated agents (principal and Housemaster) shall address violations in the following manner:

VIOLATIONS for USE:

1st Offense:

- a. Notify the violator's parent(s), confiscation of tobacco products, paraphernalia and
- b. Urge the violator to participate in and complete a Tobacco Education Program, or, if the violator refuses,
- c. Issue the violator a ticket for \$25, payable to the City of Salem within 21 calendar days.

2nd Offense:

- a. Notify the violator's parent(s), confiscation of tobacco products, paraphernalia and
- b. Issue the violator a ticket for \$50, payable to the City of Salem within 21 calendar days, and
- c. Urge the violator to participate in and complete a Tobacco Education Program.

3rd and subsequent offense:

- a. Notify the violator's parent(s), confiscation of tobacco products, paraphernalia and
- b. Issue the violator a ticket for \$75, payable to the City of Salem within 21 calendar days, and
- c. Enforce Class 1 violation. In-house suspension disciplinary action.

VIOLATIONS for POSSESSION:

1st Offense:

- a. Notify the violator's parent(s) and confiscation of tobacco products, paraphernalia, and
- b. Enforcement of Class 1 Offenses in the Student Code of Conduct.

2nd Offense:

- a. Notify the violator's parent(s) and confiscation of tobacco products, paraphernalia and
- b. Enforcement of Class 1 Offenses in the Student Code of Conduct.
- c. Issue the violator a ticket for \$25, payable to the City of Salem within 21 calendar days. This fine will be waived one time if the violator chooses to enroll in and successfully completes the Tobacco Education Program.

**Salem Public Schools (SPS) Responsible Use Agreement
Grades 6-12**

When online, a student can both create and consume content. A student consumes content when he or she accesses music, videos, or other online resources. As a consumer, the student shall respect the rights of the creators and owners of the content he or she uses, and therefore, to cite these sources and when appropriate, seek permission to use content created by someone else. The student shall respect copyright and citation protocols and laws whenever he or she uses online content, technology, and media resources.

A student creates content when he or she posts art, photos, stories, and videos, or when he or she comments on blogs, wikis, YouTube, and social networking services like Facebook. Over time, this content results in an *online identity*. Each student shall be mindful of the impression that this online identity might leave with a family member, friend, prospective employer, or college admissions official, or others. Middle and high school years are a time during which students need to learn how to establish their online identities in a manner that is safe and respectful way to both themselves and others. Student Rights and Responsibilities Pertaining To Use of Technology and Electronic Media

Rights:

As a student in the Salem Public Schools (SPS), you have the right to:

- a quiet and orderly place in which to learn;
- have ideas and feelings respected;
- personal safety;
- have questions answered; and
- access age/grade appropriate content and technology resources.

Responsibilities:

As a student in the SPS, you are expected to:

- be responsible for your actions;
- be aware of consequences for inappropriate actions, and
- behave responsibly toward other students and respect their feelings and property.

Responsible Student Users of Technology and Electronic Media:

- understand that passwords are private and should not be shared with others; logging off of a
- computer at the end of your work session ensures that others will not use your password;
- understand that SPS technology resources and the network are not private. SPS reserves the right
- to monitor and access any documents created on public computers or other media;
- conduct themselves in ways that will not promote a negative effect on themselves or others while
- using technology resources, including social networking sites;

- are mindful of the importance of the security of the SPS network. They do not endanger that
- security by circumventing security settings (bypassing filters, downloading software illegally) or
- interfering in any way with the efficient and proper functioning of the network; and
- respect the intellectual property rights of the creators of works they read, view and listen to
- online. This includes properly citing any resources that they choose to use, directly or indirectly,
- in their research or school work.

Violations of the Technology Code of Ethics

Violations of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

Acuerdo de Uso Responsable de las Escuelas Públicas de Salem (SPS) Grados 6-12

Cuando está en línea, un estudiante puede crear y consumir material. Un estudiante consume material cuando él o ella tiene acceso a música, videos u otros recursos en línea. Como consumidor, el estudiante deberá respetar los derechos de los creadores y los propietarios de los contenidos que él o ella utilice, y por lo tanto, debe citar las fuentes en cualquier trabajo presentado para ganar crédito en tareas escolares o para ser publicado y, cuando sea apropiado, solicitar autorización para utilizar el material creado por otra persona. El estudiante deberá respetar los derechos de autor y los protocolos de citación y las leyes cada vez que él o ella utilice material obtenido en línea, use recursos tecnológicos y los medios de comunicación.

Un estudiante crea contenido cuando él o ella coloca arte, fotos, historias y videos; o cuando él o ella hace comentarios en blogs, wikis, *YouTube*, y los servicios de redes sociales como Facebook. Con el tiempo, este contenido crea una identidad en línea. Cada estudiante debe ser consciente de la impresión que esta identidad en línea podría dejar en un familiar, amigo, empleador o funcionario de admisiones de la universidad, u otros. Los años de intermedia y secundaria son un tiempo durante el cual los estudiantes deben aprender a establecer su identidad en línea de una manera que sea segura y respetuosa para sí y para otros.

Derechos y Obligaciones del estudiante relacionados con la utilización de la tecnología y los medios Electrónicos

Derechos:

Como estudiante en las Escuelas Públicas de Salem (SPS), tú tienes el derecho a:

- un lugar tranquilo y ordenado para aprender;
- a que tus ideas y sentimientos sean respetados;
- tener seguridad personal;
- que tus preguntas sean contestadas; y
- tener acceso a recursos tecnológicos y material apropiado a tu edad y grado.

Responsabilidades:

Como estudiante de las Escuelas Públicas de Salem (SPS), se espera que tú:

- seas responsable de tus acciones;