

Draft:

Would need approval from SC:

Addendum to the Greenfield Public Schools Acceptable Use Policy for Students and Staff:

Student Acceptable Use Policy:

Current: Unacceptable Uses:

The following uses of the Greenfield Public Schools' Internet access are unacceptable:

1. Posting private or personal information about yourself or others.
2. Attempting to log in through or to access another person's files.
3. Accessing or transmitting obscene or patently offensive material
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Violating the Greenfield School's Code of Conduct and Discipline Policy, (e.g., engaging in racial or other forms of discrimination, including sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of others to pursue an education).
6. Participating in any communications that facilitate gambling, the illegal sale or use of drugs, alcohol or weapons, gang activity, or that threaten, intimidate, or harasses any other person, or that violate any local, state, or federal law.
7. Infringing upon copyrights. Infringing upon copyrights is the inappropriate reproduction or transmission of material that is protected by copyright. ( See Greenfield School's Code of Conduct and Discipline Policy.)
8. Participating in commercial activities that are not directly related to the educational purposes of the Greenfield Public Schools
9. Using listservs.
10. Attempting to access or alter any administrative (student records, financial reporting, etc.) data or software.

New 9. Using images in email and/or Google Classroom that may be perceived as profane, vulgar, threatening, abusive, defamatory, derogatory, inflammatory, discriminatory, or otherwise objectionable or criminal language remarks about an individual's or a group's race, age, religion, disability, sex, gender identity, national origin, physical attributes, or sexual preferences.

Staff Acceptable Use Policy:

**Current: C. ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY AND EMAIL**  
**Several rules govern the acceptable use of GPS technology and email.**

**1) ETIQUETTE.** Users of GPS technology and email are expected to abide by the generally accepted rules of network etiquette:

1. Do not reveal personal information such as last names, addresses, phone numbers, photos, etc. that could identify a staff member or student. Greenfield Public Schools, July 26, 2019 Acceptable Use Guidelines (AUG) for GPS Employees Page 4 of 14

2. Do not share or reveal passwords

3. Be polite. Use appropriate, non-abrasive language. Harassment of any kind is prohibited. No message with profane, vulgar, threatening, abusive, defamatory, derogatory, inflammatory, discriminatory, or otherwise objectionable or criminal language remarks about an individual's or a group's race, age, religion, disability, sex, gender identity, national origin, physical attributes, or sexual preferences will be tolerated or transmitted

New 4. All staff images in email and/or Google Classroom will automatically be the staff member's initials to prohibit any images that may be perceived as profane, vulgar, threatening, abusive, defamatory, derogatory, inflammatory, discriminatory, or otherwise objectionable or criminal language remarks about an individual's or a group's race, age, religion, disability, sex, gender identity, national origin, physical attributes, or sexual preferences.

## **EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC

CROSS REF.: EBCD, Emergency Closings  
Greenfield Public Schools Crisis Manual

## EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as maybe possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:4; 71:4A

CROSS REF.: EBC, Emergency Plans  
Greenfield Public Schools Crisis Manual  
Parent/Student Handbook

Draft: 10-26-05  
Adopted 11-09-05