



The Association for the Advancement of Education, DBA, The Hawbridge School
Board of Directors Special Session Meeting Minutes
Tuesday, September 6, 2022, 6:00 p.m.

I. Call to Order – 6:03PM

II. Roll Call

Attending Board Members:

Christina Fisher, Megan Glancy, Nick Harrison (Secretary), Josh Horton,
Amanda Rose (Treasurer), April Williams (Chair)

III. Public Comment

No public comments were offered.

IV. Unfinished Business

A. Proposed amendments to Acceptable Use Policy

As part of an annual state audit of The Hawbridge School, North Carolina auditors commented that the school's Acceptable Use Policy required certain updates. The Acceptable Use Policy outlines acceptable behavior for school computing resources and Internet usage by students and staff. The State E-Rate Coordinator from the NC Department of Instruction (DPI) suggested modified verbiage that will clearly outline responsibilities between Hawbridge, the student, and the student's family.

A noteworthy change to the Acceptable Use Policy is to the introduction of language that reflects the new leadership model at Hawbridge (e.g., a Lower School Director and an Upper School Director). Also, references to the position of Executive Director are being removed from the policy.

A new section added to the document is entitled "Inappropriate Network Usage". The new section references the Children's Internet Protection Act, which defines inappropriate network usage. Inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b), unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Another new section added to the document is entitled "Supervision and Monitoring". It shall be the responsibility of all members of The Hawbridge School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the directors or designated representatives.

A small number of minor grammatical changes were also made to the historic Acceptable Use Policy.

Josh Horton asked about the recently acquired cell phone signal boosters for the Upper School. While the question does not need to be addressed in this meeting, this new technology may merit further investigation in regard to the data and network flow traveling over that device. Perhaps an additional policy is required. If the board determines that a policy stance is needed on the presence of cellular service in the Upper School, the implementation of that policy is the responsibility of the school administrators and not the Hawbridge Board.

Christina Fisher commented that this situation indicates the need for a full-time IT professional at Hawbridge. A full-time IT staff member could establish best practices for technologies present at the school. J. Horton agreed that a new IT staff position could help ensure adherence to standards outlined in the Acceptable Use Policy. Nick Harrison added that the recent ransomware attack of the Los Angeles Unified School District indicates the importance of an Acceptable Use Policy for protection of school computers and data.

A motion was made to adopt the Acceptable Use Policy with the changes described previously. The motion passed unanimously.

V. Adjourn: 6:21PM