



Volunteer Handbook

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Purpose of Policies

The information contained in this document is a general description of the policies, practices, and benefits of Match Charter Public School (hereinafter “Match”, “Match School” and/or Charter School”) governing its volunteers as of the time of publication. All information contained herein applies retroactively and supersedes and replaces older versions of the policies contained herein. The contents are presented for information purposes only and volunteers gain no rights from the policies set forth herein. Match reserves the right to modify, revoke, suspend, terminate or change any or all of these policies, in whole or in part, at any time, with or without notice and to determine the applicability and interpretation of any policy in particular situations as they occur. The up-to-date versions of these policies will be provided upon request.

Workplace Health and Safety

Match has an established policy of providing a safe workplace for all employees and volunteers based on federal, state and local standards as well as proven “common sense” safety practices. Match strives to maintain working conditions that afford all employees and volunteers a reasonable degree of comfort and protection from injury or dangerous situations while assuring orderly and efficient performance of duties. However, it is only through the combined efforts and interest of all employees and volunteers that Match continues to be a safe place. Employees and volunteers are expected to work safely, observe safety regulations, and report unsafe conditions immediately to Human Resources.

Alcohol and Drug Use

It is imperative that Match be a drug-free, alcohol-free, healthy, and safe workplace. As such, employees and volunteers are required to report to work, both in-person and remotely, in appropriate mental and physical condition to perform their duties. In compliance with the Federal Drug-Free Workplace Act, Match is committed to maintaining a drug-free workplace. Under the provisions of the Act, at any site where school business is conducted, all employees and volunteers are prohibited from unlawfully possessing, using, distributing, manufacturing, or dispensing controlled substances, including alcohol and marijuana, in the workplace. No employee or volunteer may use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or marijuana while on Match property, conducting any business- or school-related activities (even if off-campus), or at any time or place in the presence of students of the Charter. In addition, supplying alcoholic beverages or drugs to Charter students is strictly prohibited.

Smoking Policy

The possession, use, consumption, distribution or display of any tobacco product, nicotine product, or any tobacco or nicotine paraphernalia (including any electronic nicotine delivery system), is prohibited on Match campuses and within 500 feet (approximately the length of 1.7 football fields) of Match property by employees, consultants, contractors, visitors, volunteers, families and students at all times. Supplying such products to Match students is strictly prohibited. This policy applies in all school buildings, administrative offices, restrooms, elevators, stairways, hallways, conference rooms, athletic fields, school buses and transportation vehicles, parking lots, sidewalks/walkways, and all

other enclosed or outdoor areas on Match premises at all times. This policy applies to off-campus school sponsored events and extra-curricular activities such as field trips and sporting events. Violators may be subject to civil penalties and/or disciplinary action.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of information obtained by Match and must follow Match policies and federal and state laws governing the privacy and confidentiality of such information, including, without limitation, student information.

Examples of confidential information include, but are not limited to:

- **Student information** to include, but not limited to, names, addresses, telephone numbers, email addresses, date of birth, place of birth, medical and academic information and other indirect identifiers. This information may not be stored on personal computers.
- **Financial information** to include, but not limited to, administrative procedures, financial reports, tax returns, and any/all other financial data of Match.
- **Personnel information** to include, but not limited to, employee names, addresses, telephone numbers, email addresses, social security numbers, driver's license numbers, financial account information, employee guidelines, wage rates, and benefits.
- **Business Information** to include, but not limited to, teaching and tutoring manuals, curriculum related documents, software programs, and training materials.

Any information about Match and its students is considered to be confidential and is not to be disclosed to anyone unless it is specifically authorized by a law.

Dress Code

Volunteers at Match should present a positive role model in dress and behavior for students at all times. Match expects employees and volunteers to exercise good judgment in personal attire. Clothing should be clean, neat and appropriate. For example, slacks and collared shirts for men, and blouses, dress slacks, or skirts for women.

- Any clothing that allows the midriff, cleavage, undergarments, or bare back to be exposed is not permitted.
- No mini-skirts, shorts, blue jeans, excessively tight pants, skirts or leggings, tee shirts, or tank tops.
- No athletic shoes or noisy flip flops.
- Clothing, patches, buttons, pins, jewelry, and bags that have any of the following negative or derogatory images or language are not permitted: sexually suggestive writing/pictures; advocate violence, advertise or promote the use of tobacco, alcohol, or drugs; have double meaning wording or obscene language/gestures/slurs.

Language

Employees and volunteers must always closely monitor how they use language and how they permit it to be used in and out of the classroom and in the presence of students.

EXHIBIT A

Harassment and Discrimination Policy for Employees and Volunteers of:

MATCH CHARTER PUBLIC SCHOOL

Guiding Value

Match Charter Public School (“Match”) is committed to providing a professional work and school environment free from all forms of discrimination and conduct that could be considered harassing, coercive, bullying or disruptive, including sexual harassment.

Policy

Our policy is straightforward and zero tolerance. We do not discriminate or tolerate any form of harassment in our workplace or on our campuses on the basis of race (including traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles), color, sex, sexual orientation, gender identity, age, national origin, disability, religion, veteran status, pregnancy or a condition related to pregnancy, including, but not limited to, lactation, or the need to express breast milk for a nursing child, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment.

Questions and/or reports from Match employees and volunteers about/of harassment and discrimination, including sex discrimination, sexual harassment and/or Title IX, should be directed to Match’s Title IX Coordinator: Michael Kerr, Deputy Executive Director, 215 Forest Hills Street, Jamaica Plain, MA 02130, (617) 529-7284, TitleIXCoordinator@matcheducation.org and/or your immediate supervisor.

We expect employees and volunteers to treat each other with the dignity and respect each of us deserves. Supervisors are expected to maintain work and learning environments free of intimidation and harassment and to respond immediately and appropriately to any complaints of harassment.

Harassment of employees, volunteers or students occurring on any of the campuses of Match or in other settings in which employees, volunteers or students may find themselves in connection with their affiliation with Match is unlawful and will not be tolerated by this organization. To achieve our goal of providing an environment free from harassment, the conduct that is described in this policy will not be tolerated and we have provided herein a procedure by which inappropriate conduct will be dealt with, if encountered by employees or volunteers.

Each employee and volunteer is expected to adhere to this Harassment and Discrimination Policy and must report any incidents of harassment against employees, volunteers, or students of Match to the appropriate above-listed contact(s). Because Match takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action up to and including dismissal where appropriate. Retaliation against an individual who has complained about harassment, and retaliation against an individual for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by this organization.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Definition

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of, or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, innuendoes or any other behavior which creates an environment that is intimidating, hostile, or offensive to anyone.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

While all types of harassment are prohibited, sexual harassment requires particular attention. In Massachusetts, the definition of sexual harassment is as follows:

Sexual harassment is any unwelcome sexual conduct on the job, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment
- (b) Submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions or as a basis for educational, disciplinary, or other decisions affecting a student; or,
- (c) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in extracurricular activities by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to Match employees may also constitute sexual harassment. Furthermore, sexual violence, including rape, sexual assault, sexual battery and sexual coercion are also forms of sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Dissemination of sexually explicit voice mail, emails, graphics, downloaded material or websites
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Title IX of the Education Amendments of 1972 also prohibits sexual harassment of students, volunteers, and employees at Match, but the conduct considered to be “sexual harassment” under Title IX is limited and does not capture all conduct that amounts to sexual harassment under school policy and/or other state and federal laws. For these reasons, Match will investigate all allegations of sexual harassment of its respective employee, volunteers and/or students in accordance with its Title IX/Sexual Harassment Policy, *Exhibit J*, but if it determines that the alleged conduct falls outside of Title IX's scope but still constitutes sexual harassment under this Harassment and Discrimination Policy, Match will implement appropriate remedial and/or disciplinary action in accordance with this and/or other applicable policies.

Reporting

If you are being harassed, are aware of harassment against other employees, students, or volunteers of Match, or are the victim of retaliation, you must report the conduct immediately.

Reporting the incident is a critical step in stopping the harasser, not only from harassing you but also from possibly harassing others. Write down when the incident(s) happened and any details so that you don't forget. Be prepared to tell exactly what happened, when it happened and if anyone else saw or heard the incident.

Report any incidents of harassment immediately by notifying the appropriate above-listed contact person(s). These persons are also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process. Reporting may be done in writing or orally.

Match shall not take an adverse employment action against any employee who submits a report pursuant to this policy, unless it is discovered that such report was knowingly false or misleading, which may subject the reporting employee to discipline, up to termination of employment.

Response

When we receive the complaint we will promptly investigate the allegation. Complainants and alleged perpetrators will be told that Match will keep the complaint confidential to the extent practicable under the circumstances, that a prompt, neutral investigation into the allegations will take place, and that Match will not tolerate any form of retaliation against the complainant for having made the complaint or against other employees or volunteers for cooperating with the investigation.

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. However, it may not be possible to withhold the complainant's

identity from others involved in the investigation. Our investigation will typically include an interview with the person filing the complaint, the alleged perpetrator, and witnesses as appropriate depending on the circumstances. Match may also review documents, journals, recordings, photographs, voice mails, e-mails, telephone records, or other items that may be relevant to the allegations of harassment.

To reiterate, Match will investigate all allegations of sexual harassment of its respective employees, volunteers and students in accordance its Title IX/Sexual Harassment Policy, Exhibit J, but if it determines that the alleged conduct falls outside of Title IX's scope but still constitutes sexual harassment under this Harassment and Discrimination Policy, Match will implement appropriate remedial and/or disciplinary action in accordance with this and/or other applicable policies.

Reports of sexual harassment should be made to Match's Title IX Coordinator: Michael Kerr, Deputy Executive Director, 215 Forest Hills Street, Jamaica Plain, MA 02130, (617) 529-7284, TitleIXCoordinator@matcheducation.org and/or your immediate supervisor. Reports should be made as soon as practicable, but not to exceed twenty-four hours after receiving notice.

If it is determined that inappropriate conduct has occurred under this nondiscrimination and harassment policy, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Such action may range from counseling to dismissal, and may include such other forms of disciplinary action as we deem appropriate under the circumstances. Match will follow-up with the complainant and any witnesses to verify that the conduct has not resumed and that such individuals have not suffered any retaliation. If you are a supervisor and fail to report or respond to complaints of harassment, or fail to act on knowledge of a violation of this policy, discipline up to and including termination may result.

Sexual harassment of minors may violate criminal laws or constitute child abuse under state law. Match will comply with all legal requirements governing the reporting of suspected criminal violations and cases of child abuse to the appropriate authorities.

In addition to the above, if you believe you have been subjected to unlawful harassment you maybe file a complaint with either or both of the following local government agencies. Each of the agencies has a short time period for filing a claim.

United States Equal Employment Opportunity Commission,

JFK Federal Building,
475 Government Center
Boston, Massachusetts, 02203
800-669-4000

Massachusetts Commission Against Discrimination,
Boston office at One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108,
617-994-6000

Office of Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02129

(617) 289-0111

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EXHIBIT B

Bullying Prevention Plan for MATCH CHARTER PUBLIC SCHOOL

I. LEADERSHIP

School leadership at all levels of Match Charter Public School (“Match”) plays a critical role in developing and implementing the Bullying Prevention Plan (the “Plan”) in the context of other whole school and community efforts to promote positive school climate. Leaders have a primary role in teaching students and School Staff to be civil to one another and promoting understanding of and respect for diversity and difference. Leaders are responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying (as defined in Section VIII, below). Leaders work to involve representatives from the greater school and local community in developing and implementing the Plan.

A. Public involvement in developing the Plan. As required by M.G.L. c. 71, § 37O, the Plan will be developed in consultation with teachers, School Staff (as defined in Section VIII, below), professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Consultation will include, at a minimum, notice and a public comment period before the Plan is adopted.

a. **Teachers, School Staff, professional support personnel, school volunteers and administrators** will be emailed the draft plan each summer and will be given a deadline to provide feedback to leadership.

b. **Community representatives and local law enforcement agencies** will be given notice and a deadline for providing comments to leadership.

c. **Students, parents and guardians** will be notified of the draft plan and will be given an opportunity to provide feedback to leadership at Family Advisory Council meetings (for families) and school meetings (for students).

B. Assessing needs and resources. This Plan is our blueprint for enhancing our capacity to prevent and respond to issues of Bullying within the context of other healthy school climate initiatives. As part of the planning process, school leaders, with input from families and School Staff, assess the adequacy of current programs; review current policies and procedures; review available data on Bullying and behavioral incidents; and assess available resources including curricula, training programs, and behavioral health services. This “mapping” process will assist leadership in identifying resource gaps and the most significant areas of need. Based on these findings, we will revise or develop policies and procedures; establish partnerships with community agencies, including law enforcement; and set priorities.

At least once every four years Match will administer a Department of Elementary and Secondary Education-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, Match will annually report bullying incident data to the Department and will update the Plan at least biennially.

Leadership will conduct a needs assessment using the following techniques: 1) surveying students, School Staff, parents, and guardians on school climate and school safety issues; and 2) collecting and analyzing building-specific data on the prevalence and characteristics of Bullying (e.g., focusing on identifying vulnerable populations and “hot spots” in school buildings, on school grounds, or on school buses). This information will help to identify patterns of behaviors and areas of concern, and will inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services. Needs assessments will be conducted through in-person individual and group meetings in the spring and early summer, allowing leadership adequate time in the summer to implement new strategies. The Responsible Administrator (as defined below) of each Match school will together take ownership over conducting and responding to this needs assessment.

C. Planning and oversight. For purposes of the Plan, “Responsible Administrators” shall mean, for each campus, the principal or the principal’s designee. Responsibility for the following aspects of the plan will be taken by **each school’s Responsible Administrator**:

- 1) Receiving reports on Bullying
- 2) Collecting and analyzing building- and/or school-wide data on Bullying to assess the present problem and to measure improved outcomes
- 3) Creating a process for recording and tracking incident reports, and for accessing information related to Targets (as defined in Section VIII, below) and Aggressors (as defined in Section VIII, below)
- 4) Planning for the ongoing professional development that is required by the law
- 5) Planning supports that respond to the needs of Targets and Aggressors
- 6) Choosing and implementing the curricula that the school or district will use
- 7) Developing new or revising current policies and protocols under the Plan, including an Acceptable Use Policy, and designating key staff to be in charge of implementation
- 8) Amending student and staff handbooks and codes of conduct
- 9) Leading the parent or family engagement efforts and drafting parent or family information materials
- 10) Reviewing and updating the Plan each year, or more frequently

D. Priority statement: The mission of Match is to prepare its students to succeed in college and beyond, in particular, those who would be the first in their families to earn a college degree. We intend this school to serve a large number of English language learners. To that end, we are committed to providing all students with a safe learning environment that is free from Bullying, including Cyberbullying (as defined in Section VIII, below). This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

II. TRAINING AND PROFESSIONAL DEVELOPMENT

Under M.G.L. c. 71, § 37O we are required to provide ongoing professional development for all School Staff.

A. Annual School Staff training on the Plan. Annual training for all School Staff on the Plan will take

place each summer. Training will include School Staff duties under the Plan, an overview of the steps that the Responsible Administrator will follow upon receipt of a report of Bullying or Retaliation (as defined in Section VIII, below), and an overview of the Bullying prevention curricula to be offered at all grades throughout the school. School Staff members hired after the start of the school year are required to participate in training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

B. Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for School Staff to create a school climate that promotes safety, civil communication and respect for differences. Professional development will build the skills of School Staff members to prevent, identify, and respond to Bullying. As required by M.G.L. c. 71, § 37O, the content of professional development will be informed by research and will include information on:

- (i) Developmentally (or age-) appropriate strategies to prevent Bullying;
- (ii) Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- (iii) Information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target, and witnesses to the Bullying;
- (iv) Research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the school environment;
- (v) Information on the incidence and nature of Cyberbullying; and
- (vi) Internet safety issues as they relate to Cyberbullying.

Professional development will also address ways to prevent and respond to Bullying or Retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

C. Written notice to staff. Leaders at Match will provide all School Staff and volunteers with an annual written notice of the Plan by publishing information about it, including sections related to School Staff duties and Bullying of students by School Staff, in the Employee Handbook.

III. ACCESS TO RESOURCES AND SERVICES

A key aspect of promoting a positive school climate is ensuring that the underlying emotional needs of Targets, Aggressors, families, and others are addressed. The following strategies will be used to provide support and services necessary to meet those needs.

A. Identifying resources. All staff at Match will work to support the creation of positive school environments. Early interventions will be implemented, as will intensive services when necessary. In spring and early summer of each year, leadership will use the needs assessment to identify existing and needed resources. If it is determined that our resources are insufficient to meet needs, we will determine the best strategies and implement changes, including adopting new curricula, reorganizing staff, establishing safety planning teams and identifying other agencies that can provide services.

B. Counseling and other services. Counseling will be provided by contracted licensed professionals. When necessary, leadership will create partnerships with community based organizations to provide culturally and linguistically appropriate resources. The Responsible Administrators, along with social workers and other School Staff members, will develop safety plans for students who have been Targets of Bullying or Retaliation. Certain tools, including behavioral intervention plans and individualized groupings, already exist as resources and guidelines to provide social skills to prevent Bullying and intervention services for students exhibiting Bullying behaviors.

C. Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to Bullying, harassment, or teasing because of the student's disability, the IEP Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to Bullying, harassment, or teasing.

D. Other students who may be at risk. Match recognizes that students may be more vulnerable to Bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting/family status, sexual orientation, mental, physical, developmental or sensory disability or by associations with other people who may have one or more of these characteristics. School Staff shall provide additional support to vulnerable students, as necessary, to provide them with the skills, knowledge and strategies needed to prevent or respond to Bullying or harassment. Further, this policy affords all students the same protection regardless of their status under the law.

E. Referral to outside services. When Match leaders, with the guidance of licensed professionals, determine that school resources are insufficient to address a Bullying situation, student and families will be referred to outside services. Families will be notified of referrals in writing and licensed professionals and a social worker will be available to provide guidance throughout the process.

Below is a list of external agencies Match has referred students and their families to:

1. Department of Children and Families. The Responsible Administrator may report to this agency suspected abuse or neglect or substantial attendance concerns.
2. Outside Counseling. Match employs a social worker who is meant to provide some school-based services, but given that many students could benefit from regular counseling beyond what the school has the capacity to provide, the social worker will help families secure counseling from outside providers when appropriate. The easiest way for families to do this is to obtain a referral from their primary care physician.
3. Outside Mentoring. Finding good mentors for Target and Aggressor students can be a helpful intervention, but it can be a lengthy process. Parents must be involved in order to complete paperwork and be interviewed. Initial referrals can be accessed at:
<http://www.bbbsmb.org/GetInvolved/ReferAChild/Default.aspx> or
<http://www.bigsister.org/index.cfm?pid=10569>.

4. Family Stabilization Team (“FST”). This option is appropriate when the student and family would benefit from intensive support or family therapy. FST services are one of many behavioral health (mental health and substance abuse) services that BMC HealthNet Plan MassHealth Plan members are offered.

IV. ACADEMIC AND NON-ACADEMIC ACTIVITIES

Age-appropriate instruction on Bullying prevention in each grade will be incorporated into our curricula. Curricula will be evidence-based. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for Bullying prevention and social skills development.

A. Specific Bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills;
- Empowering students to take action by knowing what to do when they witness other students or School Staff engaged in acts of Bullying or Retaliation, including seeking adult assistance;
- Helping students understand the dynamics of Bullying and Cyberbullying, including the underlying power imbalance;
- Emphasizing cybersafety, including safe and appropriate use of electronic communication technologies;
- Enhancing students’ skills for engaging in healthy relationships and respectful communications; and
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Students will also review the student-related sections of the Plan with staff in September.

B. General teaching approaches that support Bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our Bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines;
- Creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- Using appropriate and positive responses and reinforcement, even when students require discipline;
- Using positive behavioral supports;
- Encouraging adults to develop positive relationships with students;
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- Using the Internet safely; and
- Supporting students’ interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

V. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

The following policies and procedures for reporting and responding to Bullying and Retaliation will ensure that members of the school community – students, parents, families, volunteers and School Staff – know what will happen when incidents of Bullying occur.

A. Reporting Bullying or Retaliation. Reports of Bullying or Retaliation may be made by School Staff, volunteers, students, parents, families, or others, and may be oral or written. Oral reports made by or to a School Staff member or volunteer shall be recorded in writing. A School Staff member or volunteer is required to report immediately to the Responsible Administrator or to the Board of Trustees or its designee when the Responsible Administrator is the alleged Aggressor, any instance of Bullying or Retaliation the School Staff member or volunteer becomes aware of or witnesses. Reports made by students, parents, families, or other individuals who are not Match School Staff members or volunteers, may be made anonymously. An individual may report an incident using the Incident Reporting Form or by calling, mailing or emailing the Responsible Administrator or members of the Board of Trustees or its designee when the Responsible Administrator is the alleged Aggressor.

Use of an Incident Reporting Form is not required as a condition of making a report. Match will: 1) include a copy of the Incident Reporting Form in the Student and Family Handbook and the Employee Handbook; 2) make it available in the school's main office, and other locations determined by the Responsible Administrator; and 3) post it on Match's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents/guardians.

At the beginning of each school year, Match will provide the school community, including School Staff, students, and parents/families, with written notice of its policies for reporting acts of Bullying and Retaliation. A description of the reporting procedures and resources will be incorporated in the Student and Family Handbook, the Employee Handbook, on the Match website, and in information about the Plan that is made available to parents/families.

- **Reporting by School Staff or Volunteers:** A School Staff member or volunteer will report immediately to the Responsible Administrator when the individual witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Responsible Administrator does not limit the authority of the School Staff member to respond to behavioral or disciplinary incidents consistent with the Code of Conduct, the Student Discipline Policy, and other applicable policies and procedures.
- **Reporting by Students, Families, Parents, and Others:** Match expects students, families, parents, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Responsible Administrator or to the Board of Trustees or its designee when the Responsible Administrator is the alleged Aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report. Students, families, parents and others may request assistance from a School Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report

and discuss an incident of Bullying with a School Staff member, or with the Responsible Administrator.

B. Responding to a report of Bullying or Retaliation.

- **Safety:** Before fully investigating the allegations of Bullying or Retaliation, the Responsible Administrator will take steps to assess the need to restore a sense of safety to the alleged Target and/or to protect the alleged Target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the Target and/or the Aggressor in the classroom, at lunch, or on the bus; identifying a School Staff member who will act as a “safe person” for the Target; and altering the Aggressor’s schedule and access to the Target. The Responsible Administrator will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Responsible Administrator will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation.

- **Obligations to Notify Others**

- a. Notice to parents. Upon determining that Bullying or Retaliation has occurred, the Responsible Administrator will promptly notify the parents or guardians of the Target and the Aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Responsible Administrator contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Responsible Administrator first informed of the incident will promptly notify by telephone the appropriate administrator of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

- c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Responsible Administrator has a reasonable basis to believe that criminal charges may be pursued against the Aggressor, the Responsible Administrator will immediately notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on Match grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Responsible Administrator shall contact the local law enforcement agency if the Responsible Administrator has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

In making this determination, the Responsible Administrator will, consistent with the Plan and with applicable Match policies and procedures, consult with the school resource officer, if any, and other

individuals the Responsible Administrator deems appropriate.

C. Investigation. The Responsible Administrator will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved, and/or information related to the School Staff member or volunteer involved.

During the investigation, the Responsible Administrator will, among other things, interview students, School Staff, volunteers, witnesses, parents, and others as necessary. The Responsible Administrator (or whoever is conducting the investigation) will remind the alleged Aggressor, Target, and witnesses of the importance of the investigation, their obligation to be truthful and that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Responsible Administrator, other School Staff members as determined by the Responsible Administrator, and in consultation with the school social worker, as appropriate. To the extent practicable, and given the Responsible Administrator's obligation to investigate and address the matter, the Responsible Administrator will maintain confidentiality during the investigative process. The Responsible Administrator will maintain a written record of the investigation.

The Responsible Administrator will then assemble a panel consisting of teachers, staff and administrators. The panel will conduct separate hearings with the Target and the alleged Aggressor.

Procedures for investigating reports of Bullying and Retaliation will be consistent with any applicable Match policies and procedures. If necessary, the Responsible Administrator will consult with legal counsel about the investigation.

D. Determinations. The Responsible Administrator, in consultation with the panel, will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Responsible Administrator will take steps reasonably calculated to prevent recurrence and to ensure that the Target is not restricted in participating in Match or in benefiting from Match activities. The Responsible Administrator will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Responsible Administrator may choose to consult with the students' teacher(s) and/or social worker, and the Target's or Aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

The Responsible Administrator will promptly notify the parents or guardians of the Target and the Aggressor about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents or guardians must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Responsible Administrator cannot report specific information to the Target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Target must be aware of in order to report violations.

The Responsible Administrator shall inform the parent or guardian of the Target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system or seeking assistance, regardless of the outcome of the Bullying determination. The information will be made available in both hard copy and electronic formats.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the Responsible Administrator determining that Bullying or Retaliation has occurred, the law requires that Match use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the Responsible Administrator may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-Bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with social workers and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents or guardians to engage familial support and to reinforce the anti-Bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

2. Taking Disciplinary Action

If the Responsible Administrator decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Responsible Administrator, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan, the Code of the Conduct, the Student Discipline Policy, the Discipline for Students with Disabilities Policy and all applicable state and federal laws.

Disciplinary actions for employees who are found to have committed an act of Bullying or Retaliation shall be in accordance with state law and Match policies and procedures.

If the Responsible Administrator determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The Responsible Administrator will consider what adjustments, if any, are needed in the school environment to enhance the Target's sense of safety and that of others as well. One strategy that the Responsible Administrator may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Responsible Administrator will contact the Target to determine whether there has

been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Responsible Administrator will work with appropriate School Staff to implement them immediately.

VI. COLLABORATION WITH FAMILIES

Each year Match will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about how families can reinforce the curriculum at home and the dynamics of Bullying, including Cyberbullying and online safety. Match will send parents written notice each year about the student-related sections of the Bullying Prevention Plan and Match’s Acceptable Use Policy. Notice of the student-related sections of the Bullying Prevention Plan will be made available in the language(s) most prevalent among parents or guardians. Match will post the Plan and related information on its website.

VII. PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of Bullying, which include Cyberbullying, are prohibited:

1. On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by Match or through the use of technology or an electronic device owned, leased, or used by Match, and
2. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by Match, if the acts create a Hostile Environment (as defined in Section VIII, below) at Match for the Target or witnesses, infringe on their rights at Match, or materially and substantially disrupt the education process or the orderly operation of Match.

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying is also prohibited.

As stated in M.G.L. c. 71, § 370, nothing in this Plan requires Match to staff any non-school related activities, functions, or programs.

VIII. DEFINITIONS

“Aggressor” is a student or a member of the School Staff who engages in Bullying, Cyberbullying, or Retaliation towards a student.

“Bullying,” as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or by a member of the School Staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a Target that:

- i. Causes physical or emotional harm to the Target or damage to the Target’s property;
- ii. Places the Target in reasonable fear of harm to himself or herself or of damage to Target’s property;
- iii. Creates a Hostile Environment at school for the Target;
- iv. Infringes on the rights of the Target at school; or

- v. Materially and substantially disrupts the education process or the orderly operation of a school.

“Cyberbullying” is Bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of Cyberbullying.

“Hostile Environment,” as defined in M.G.L. c. 71, § 370, is a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

“Retaliation” is any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Staff” means individuals employed by Match, including, but not limited to, educators, administrators, social workers, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

“Target” is a student against whom Bullying, Cyberbullying, or Retaliation has been perpetrated.

IX. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of Match, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, gender identity or expression, physical appearance, religion, national origin, ancestry, socioeconomic status, academic status, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing in the Plan prevents Match from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected category under local, state, or federal law, or Match policies.

In addition, nothing in the Plan is designed or intended to limit the authority of Match to take disciplinary or other action under the Code of the Conduct, the Student Discipline Policy, the Discipline for Students with Disabilities Policy, other relevant policies, and any applicable laws, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

X. DISPUTE RESOLUTION

Any parent wishing to file a claim/concern or seeking assistance outside of Match may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700.

Updated: July 2023

EXHIBIT C

Acceptable Use Policy For:

MATCH CHARTER PUBLIC SCHOOL

1. Purpose and Acceptable Use

- a. Match Charter Public School (“Match”) provides and maintains computer systems and network resources to support the delivery of education and the administration of Match’s operations. These include desktop workstations, laptops, handheld smart devices, applications, internal networks (both wired and wireless), servers, online databases, and access to outside networks, including the internet (collectively referred to herein as “computing systems”). This policy applies to all users of Match computing systems, including Match employees, volunteers, independent contractors, students and guests.
- b. Match permits its employees and volunteers to use the Match computing systems for incidental personal use as long as the computing systems are not used in a manner that violates this policy and such use is limited to times before or after work hours, during non-assigned teaching or duty time, and lunch periods.
- c. This policy describes acceptable and unacceptable uses of Match computing systems, but these descriptions are not exhaustive lists of all acceptable or unacceptable uses. Any user who has a question regarding whether or not a particular activity is acceptable should seek guidance from the user’s supervisor (for staff), or principal (for students).

2. Access to Match Computing Systems

- a. Staff. New staff members will receive this policy via the Match Employee Handbook. With supervisor permission, Match staff members will have access to the following computing resources through their classrooms, offices, library media centers, and/or computer and mobile labs: e-mail including conferencing and collaboration tools, web hosting, online subscription databases and information services, Match servers for secure file storage, and all resources and tools found on the internet/world wide web. Computing resources at Match may change as technology develops. These changes will fall within the purview of this policy as well.
- b. Students. Students will have appropriate access to the internet and the Match networks through the schools’ computers to fulfill school related tasks. Students may only use Match computing systems for educational purposes. Students (and, for Match students, their families) will receive this policy via the Student and Family Handbook or it will be separately distributed.
- c. Other Users. Guest accounts may be established. Temporary staff or independent contractors, for example (e.g., long term substitutes, service vendors, interns, student teachers, community education instructors, therapy specialists, volunteers), may have guest accounts. A guest’s access may be limited.

3. Disclaimer

- a. Match makes no warranties of any kind, either express or implied, that services provided through its computing systems will be error-free or without defect. Match is not responsible for the accuracy or quality of the information obtained through its computing systems. Users of Match's computing systems assume full responsibility for their use including, but not limited to, loss of data, interruptions of service, costs, liabilities, or damages.

4. Ownership/Privacy

- a. Match computing systems are the property of Match. As such, a user's activities and files are subject to inspection by certain staff members at any time. Match has the right to monitor and log the usage of any and all aspects of its computing systems, including, but not limited to, monitoring internet usage, file downloads, and all communications. Match actively maintains and updates its networks and computing environment by integrating appropriate controls in support of this policy. Tools used may include, but are not limited to: monitoring devices, content filtering, virus protection, log-on utilities, virtual networks, user access profiles, and security settings.
- b. Users should not have an expectation of privacy regarding any use of Match computing systems. To be specific, any document, email or other communication that is created, accessed, stored, sent or received on Match computing systems, including communications on personal email accounts (Gmail, Yahoo, etc.) or on social media sites such as Facebook, Instagram and Twitter which are accessed using Match computing systems, are not private.
- c. E-mail that is created or received by an employee of Match is a matter of public record and may be subject to public production in accordance with Massachusetts public records laws.

5. Unacceptable Uses

- a. Match computing systems may not be used for political advocacy.
- b. Match computing systems may not be used for entertainment, illegal purposes (or support of illegal activities), or commercial purposes such as, but not limited to, offering, providing or purchasing goods and/or services for personal use or gain. In addition, Match computing systems cannot be used as a public access service or a public forum. As such, Match reserves the right to place reasonable restrictions on the materials users can access or post through the Match computing systems.
- c. Users may not use Match computing systems to obtain or share information about staff, students or families for any non-school purpose.
- d. Users are prohibited from copying copyrighted material without authorization from the copyright holder unless the copies are used for teaching (including multiple copies for classroom use), scholarship or research. If there is uncertainty as to the extent of copyright protection for internet materials, users must obtain permission to use material from the copyright holder.
- e. Users shall not attempt to gain unauthorized access to files or accounts using Match computing systems.
- f. Users shall not vandalize Match computing systems by, for example, causing physical damage, reconfiguring a computer operating system, attempting to degrade or disrupt Match computing

systems, or destroying data by spreading computer viruses or by any other means. Anyone found to intentionally vandalize Match computing systems shall be subject to disciplinary measures and shall be responsible for the costs associated with hardware, software, equipment, materials, data recovery and/or system restoration.

- g. Users shall not pretend to be someone else when sending or receiving electronic communications.
- h. Use of another person's password or account is strictly prohibited.
- i. It is unacceptable to attempt to read, delete, copy, or modify the electronic communications of other users or to interfere with other users' ability to send or receive communications.
- j. Users shall not access, send, or forward materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, profane, or inflammatory.
- k. Users shall not download or install any commercial software, shareware, freeware, or similar types of materials on Match computing systems without prior approval and authorization from the Director of Technology or designee.
- l. Users shall refrain from actions or language via email, instant messaging, or any other online mode of communication that is discriminatory, or harassing or threatening to others and which may be in violation of Match's Bullying Prevention Plan, Code of Conduct or Harassment and Discrimination Policy. Users shall refrain from swearing, using vulgarities or using any other inappropriate language or images.

6. Employee Guidelines for Social Media Use

- a. When Match employees post content on social media, regardless of whether Match computing systems or personal computing systems are being used, the following guidelines apply:
 - i. Employees may not post personal identifying information about current or former students or other staff members.
 - ii. Employees may not post information that can be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, disruptive, or may constitute bullying. Employees are personally and legally responsible for the information posted.
 - iii. Employees are strongly encouraged to manage their privacy settings to prevent public viewing of any social media presence that they would not want students, families, parents or colleagues to see.
 - iv. Employees may not communicate with Match students using personal social media accounts, including adding students as "friends" or "following" students on social media networks such as Facebook or Instagram.
 - v. Employees may not create a link from a personal blog, website, or other social media site to Match's website unless it is authorized by the employee's supervisor.

- vi. Use of the Match logo or letterhead on a blog, website, or other social media site is strictly prohibited.
- vii. Employees may not represent themselves as spokespersons for Match. If an employee publishes a blog or post online related to the employee's work at Match, such employee must clearly state that the employee is not speaking on behalf of Match. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Match."
- viii. Employees should refrain from using social media during work hours either on Match computing systems or on personal devices, unless such use is work-related and authorized by the employee's supervisor.

7. Internet Safety

- a. Use of the internet has potential dangers. All users and parents of Match students are encouraged to read information that the Massachusetts Office of the Attorney General has published on Cyber Crimes and Internet Safety which is found on the Commonwealth of Massachusetts government website www.mass.gov. Search "Attorney General" to find the website of the Office of the Attorney General, where you will find "Cyber Crimes and Internet Safety" under the "Public Safety" heading. Additionally, all students will participate in the Match anti-bullying curriculum as set forth in the Bullying Prevention Plan.
- b. All users are granted individual accounts and agree to keep passwords secure. Users are responsible for their accounts, credentials, security codes, and passwords and will not share or allow others access to them. Users are responsible for keeping these secured and for reporting any suspected breach to their supervisor (for staff) or principal (for students).
- c. Users will refrain from revealing private information (e.g., addresses, phone numbers) in any school-related electronic communications including communications via email, the internet, or other network tools. Specifically, all users should refrain from revealing personal or private information on any commercial or other internet media sharing site (e.g., Facebook; Instagram, TikTok, Twitter, chat rooms), particularly if these are not school sponsored or hosted sites. Match computing systems should not be used to meet or arrange to meet unknown people.
- d. When accessing the school's resources and data from any systems (including when outside the Match networks), staff and volunteers will use due caution to protect the privacy and integrity of student data.
- e. Match reserves the right to use filtering technologies to help control users' access to inappropriate internet content and websites while using its networks.
- f. Students may only use the internet for educational purposes. Personal use of social media websites (e.g. Facebook, Twitter, Instagram, TikTok, etc.) and chat rooms is strictly prohibited.
- g. Any Match employee who wishes to implement the use of certain educational websites in the classroom must follow these procedures:

- a. The employee shall submit a request to the principal, and the principal will inform the staff member whether the educational use of a certain website in the classroom is permitted.
- b. Upon approval, the principal will inform the website coordinator at the school. The website coordinator of each school shall maintain a list of educational websites that are being used by students for educational purposes on its website, which shall be updated from time to time.
- c. In the event that students must be registered for an account in order to use a particular website, staff members shall obscure student information to the extent practicable (i.e., first name, last initial; or initials, matchededucation, etc.).

8. Data and Control

- a. Match has the right to re-image any computer as necessary.
- b. Match is responsible for the provision, installation, maintenance, and licensing of all software deployed in its computing systems.
- c. No personal data or files may be stored on a Match network or computer.
- d. Match provides all users with network accounts and data storage. It is the users' responsibility to ensure that all files and data are stored in their appropriate locations. Match conducts regularly scheduled backups to prevent against loss or corruption. However, Match cannot guarantee that all information can be recovered in the event of a catastrophic failure.
- e. Responsibility for backing up any hand held or mobile device issued to a user falls upon the user. Match is not responsible for providing backups for these devices.

9. Hardware/Software

- a. Any and all equipment issued by Match for use by any user must be treated with due care. All users are responsible for ensuring equipment is not damaged or stolen. Abuse, damage or improper use should be reported immediately to a user's supervisor or the Director of Technology (for staff) or principal (for students).
- b. Any and all issues or problems related to any hardware, software, system or network must be reported to the Director of Technology.

10. Violations

- a. Access to Match's computing systems is a privilege and not a right. Match reserves the right to deny, revoke, or suspend specific user privileges, and/or to take disciplinary action up to, and including, suspension, expulsion (for students), and dismissal (for staff and volunteers for violations of this policy).
- b. Match will advise appropriate law enforcement agencies of any illegal activities conducted using Match's computing systems. Match also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the Match computing systems.

- c. Match prohibits retaliation against any staff member for reporting a possible violation of this policy or for cooperating in an investigation. Any staff member who retaliates against another user for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

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