

Computers: Responsible Use of Technology, Social Media and District Network**Systems Overview**

The North Canaan Board of Education provides students, staff and community members with access to a large variety of technology and network resources which provide multiple opportunities to enhance learning within the school district network and on the Internet. Communication within the school district, the community and global entities are encouraged as part of 21st century skills. All learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. However, all users must exercise appropriate and responsible use of District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The District technology infrastructure is defined as all technology related resources, including but not limited to; software, hardware, cabling and connections that provide access to resources, including the Internet. District devices as well as personal devices are subject to the guidelines when using the district network or representing the district in communications. The District maintains content filtering devices and software programs that control access to resources and meet the Federal standards established in the Children's Internet Protection Act (CIPA). Such technology protection measures shall be in operation during any use of devices with Internet access. However, it is recognized that this measure alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet resources lies with the user.

Digital Citizen

Definition: "Self-monitored participation that reflects conscious interdependence with all (visible and less visible) community members." A responsible digital citizen is one who:

A. Respects one's self:

- a. Users will select online names and logins that are appropriate and will consider the information and images that are posted online to ensure appropriateness. Users will not share login and password information.

B. Respects others:

- a. Users will refrain from using District network systems and social media to bully, tease, or harass other people. Users will communicate in a professional respectful manner with anyone engaged.

C. Protects one's self and others:

- a. Users will follow protocols that will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

D. Respects authorship:

- a. Users will properly reference or cite work, websites, books, media, etc., used in any student work.
- b. Users are expected to employ AI tools responsibly to improve their work and/or learning. Any misuse of AI tools that contravenes the principles outlined in this policy may lead to disciplinary measures.

Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, and academically honest. Digital storage on district servers or on the cloud as well as technology devices used for any purpose will be treated as extensions of the District's technology. The Superintendent, or their designee, may review files and communications including electronic mail to ensure that users are using the system in accordance with District policy. Users should not have any expectation of privacy in files stored electronically. Electronic files, data and communications stored or disseminated through the District's technology may be subject to disclosure pursuant to the Freedom of Information Act.

Users may not access the District's networks without prior written authorization and are expected to comply with the following rules of network etiquette and citizenship, including but not limited to:

- A. Use of Region1's network, technology devices, the student and parent portal, and social media must be consistent with the District's educational objectives and curriculum.
- B. Transmission of material in violation of any local, Federal, or State law is prohibited.
- C. Intentional or unintentional use of District resources to access or process, proxy sites, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications or explicit text or files or files dangerous to the integrity of the network is strictly prohibited.
- D. Cyberbullying is prohibited at all times, whether in district or out of district, on any device using any connection.
- E. Use of the District network for commercial activities, product advertisement, religious or political campaigning, lobbying, or solicitation of non-district material is prohibited.
- F. Accessing unauthorized chat rooms or instant messaging using the District's network is prohibited.
- G. Bypassing the District's content filter is strictly prohibited.
- H. Personal devices are not permitted on District networks unless the building administrator approves an exception to the policy on a case by case basis.
- I. Users may not share their passwords and are expected to maintain their passwords privately and securely.
- J. Users shall not vandalize, damage, disable, intentionally disrupt or degrade the District's technology systems or network and may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.
- K. Files stored on District-managed or cloud networks are the property of the District and may be inspected at any time.
- L. Materials published electronically must be for educational purposes. Administrators may monitor these materials to ensure compliance with content standards.
- M. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All material not belonging to the District must be scanned for viruses prior to being placed onto

- N. the District's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the District's network must be scanned for viruses.
- O. Users shall not "hack into," "snoop," monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data.
- P. Users shall not violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- Q. Users shall not plagiarize (to take material created by others and present it as if it were one's own) or cheat (to deceive by trickery, mislead or fool).
- R. Users shall not send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information.
- S. The use of found or unknown data storage devices is forbidden.

Procedures for Use

- A. Students shall receive education about the following:
 - a. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
 - b. the dangers inherent in online disclosure of personally identifiable information; and
 - c. the consequences of unauthorized access including but not limited to hacking, cyberbullying, and other unlawful or inappropriate activities online.
- B. All student users and their parents are required to sign a written agreement at the time of enrollment, to abide by the terms and conditions of this policy and any administrative procedures and guidelines. If the agreement is not signed, District network privileges will not be given.
- C. Students shall not:
 - a. access or use another person's account without written permission;
 - b. share their password with anyone else or engage in activities that would reveal anyone's password;
 - c. allow others to access a computer that the user is logged on to; or
 - d. ever sign in, or attempt to sign in, as another person.

Violations and Sanctions

Accessing the Internet or District network is a privilege, not a right. Inappropriate use and violation of this or any other Board policy may result in cancellation or restriction of all network access. Inappropriate material is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the District. Any user can be denied access temporarily or permanently if the school or District administrator determines that a user has used the Internet or District network in an inappropriate or unacceptable manner. Students may also be disciplined or subject to other legal action.

No Expectation of Privacy

All users are warned that there should be no expectation of privacy in connection with the use of the District's computer resources. Users should not create, store or use messages, files or other information which they do not want school authorities to see. The following reasons

explain why users should have no expectation of privacy:

- A. The District may have a duty under federal law to monitor on-line activities of users and enforce the use of protective measures. Authorized administrators and staff may review use of the District's computer resources and the Internet at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.
- B. Computer resources are owned, controlled, and maintained by the District. They are provided to staff and students to be used for educational purposes only. Files or any information stored on school-based networks are subject to periodic inspection and routine maintenance.
- C. E-mail communications can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.
- D. Use of passwords to gain access to the computer network or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The District has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.
- E. District personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act.

Use of Computer Resources by School Personnel

The computer resources are the property of the District and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the District. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or profit, or for entertainment, is strictly prohibited. Solicitation for any purpose, other than to support a community service drive officially sponsored by the District, will not be tolerated.

Use of Computer Resources by School Personnel

Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the District. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the District.

Policy Violations

Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet. Additional disciplinary action may be taken in keeping with existing policies, procedures and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Board Liability

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet access it is providing.

The Board is not responsible, and shall not be liable, for:

- A. Damage resulting from unauthorized or inappropriate District network or social media activity;
- B. Use of information obtained via the Internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors;
- C. The accuracy or quality of information obtained through the Internet;
- D. Unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- E. Issues or damage caused by the connection of personal devices to the District's network or improper use of the District's network or equipment; or
- F. Personally owned devices that are damaged, lost, or stolen.

Notice of Policy

Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using District computer resources.

The administration may issue regulations and guidelines in connection with this policy.

Legal References: 20 U.S.C. 6777 Internet Safety (Children's Internet Protection Act) 47 U.S.C. 254 Universal Service
45 C.F.R. 54.520, "Children's Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries."
Conn. Gen. Stat. 3148d -- Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

Adopted: January 13, 2011

Revised: April 20, 2021

Revised: March 12, 2024

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut

North Canaan Elementary School

Responsible Use Policy Agreement and Consent Forms Pre-k - Grade 8 Schools

What is the Responsible Use Policy Agreement?

The Responsible Use Policy (RUP) adopted by the Region 1 Board of Education on (Date) outlines the Board's specific expectations for students' use of the school system's electronic information resources, including the school system's computer networks and the Internet.

The RUP requires the preparation of the Responsible Use Policy Agreement, in which one parent (or legal guardian) and all students in grades one through twelve are required to sign and return to school before the student will be allowed to access and use these resources. By reading and signing this Agreement, you are giving your permission for your child to use these resources, and you are stating that you understand and will explain to your child what the Agreement means. Students in grades one through twelve are required to sign the Agreement to indicate that they understand the RUP and the Agreement and agree to abide by them.

New technologies have greatly expanded the amount and type of information available to students and teachers. In addition to our large collection of print media in the school libraries, each school has access to a large array of electronic information systems via electronic periodicals and encyclopedias and the Internet. However, access to so much information brings new responsibilities to use the resources and information responsibly and ethically. Below you will find a summary of the guidelines for accessing and using all the information obtained through these technologies. We teach a simple and straightforward version of the following guidelines starting in Kindergarten, and we add more complex dimensions as students' progress through the school system.

North Canaan Elementary School
Pre-K - 8 Student Consent Form*
Responsible Use Policy Agreement

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers *only* to do school work, and not for any other reason. I will not store material that is not related to my schoolwork
2. I will use the Internet *only* with my teacher's permission.
3. I will *not* give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will *not* put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will *not* upload, link, or embed an image of myself or others without my teacher's permission.
6. I will *not* play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or sex.
9. I will *not* damage the computer or anyone else's work.
10. I will *not* take credit for other people's work.
11. I will use artificial intelligence (AI) tools responsibly and follow the directions of the classroom teacher.
12. If I have or see a problem, I will *not* try to fix it myself but I will tell the teacher.
13. I will *not* block or interfere with school or school system communications.
14. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
15. I know that the conduct that is forbidden in school is also forbidden when I use school-owned computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Print Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

*** STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.****

**North Canaan Elementary School
Pre-k-8 Parental Consent Form
Responsible Use Policy Agreement**

I give the Region 1 Board of Education permission to allow my child to access and use the electronic information resources in the schools for educational purposes.* I understand that when using a resource such as the Internet, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with complete certainty what information a user may locate. I understand that the District will use filtering programs, access controls and active supervision of students and will make all reasonable efforts to protect students from any misuses or abuses as a result of their use of the District's electronic information resources.

My child and I have read the Board's Responsible Use Policy and this Responsible Use Policy Agreement for grades one through twelve, and we have discussed the Policy and this Agreement.

I understand, and explained to my child, that they may have their privilege to use these resources at school restricted and may be disciplined if they do not follow all of the rules outlined in the Responsible Use Policy and the Responsible Use Policy Agreement. I understand that my child may be held liable for costs incurred by my child's deliberate violation of the Policy.

Student Name: _____

Signed: _____
(Parent or Guardian)

Date: _____

Parent/Guardian Printed Name: _____

*Per the Children's Online Privacy Protection Act, any contractual agreement for the use of electronic resources provided by the school and that has been entered into, amended, or renewed on or after October 1, 2016 must be in compliance with [Connecticut State Law, Public Act 16-189](#). [Public Act 17-200](#) extended the deadline for districts to be in compliance with the provisions of P.A. 16-189 from October of 2016 to July 1, 2018. Connecticut Boards of Education are required to enter into approved written contracts (in alignment with the legislation) with consultants, operators, and/or contractors prior to providing them with, or allowing them to access, student information, student records, or student generated content. This [link](#) (Please add the link for your school) provides a list of all digital products that collect student information.

6141.321
4118.5
4218.5
Form #2(a)

**Housatonic Valley Regional High School
Responsible Use Policy Agreement and Consent Forms
Grades 9-12**

What is the Responsible Use Policy Agreement?

The Responsible Use Policy (RUP) adopted by the Region 1 Board of Education on (Date) outlines the Board's specific expectations for students' use of the school system's electronic information resources, including the school system's computer networks and the Internet.

The RUP requires the preparation of the Responsible Use Policy Agreement, in which one parent (or legal guardian) and all students in grades one through twelve are required to sign and return to school before the student will be allowed to access and use these resources. By reading and signing this Agreement, you are giving your permission for your child to use these resources, and you are stating that you understand and will explain to your child what the Agreement means. Students in grades one through twelve are required to sign the Agreement to indicate that they understand the RUP and the Agreement and agree to abide by them.

New technologies have greatly expanded the amount and type of information available to students and teachers. In addition to our large collection of print media in the school libraries, each school has access to a large array of electronic information systems via electronic periodicals and encyclopedias and the Internet. However, access to so much information brings new responsibilities to use the resources and information responsibly and ethically. Below you will find a summary of the guidelines for accessing and using all the information obtained through these technologies. We teach a simple and straightforward version of the following guidelines starting in Kindergarten, and we add more complex dimensions as students' progress through the school system.

**Housatonic Valley Regional High School
Student Consent Form - Grades 9-12**

As a user of Region 1's electronic information resources and computer networks, I have read, understand and will abide by the Responsible Use Agreement which implements the Responsible Use Policy. I understand that my and the signature of one of my parents or legal guardians are preconditions to my accessing and using the District's electronic information resources. I also specifically agree to the following

1. I will use digital resources in a responsible, ethical and legal manner at all times. I will not intentionally do anything to another users' work on the resources.
2. I will not plagiarize. I will give appropriate citations to an author or resource as the source of information I find.
3. I will use AI tools responsibly and follow the directions of the classroom teacher.
4. I will use digital technology resources as directed by a teacher or staff member.
5. I will be considerate of other users and data privacy when using District resources.
6. I will be polite and use appropriate language at all times. My log-in and password will be kept private and not shared with other users.
7. I will send and receive electronic mail (email) appropriately for educational purposes. I will report any inappropriate email messages or any misuses of email immediately.
8. I will not give out any personal information regarding myself or anyone else in the district while using email.
9. I will never intentionally damage, degrade or disrupt the electronic information resources, including computer services or computer equipment. I will not tamper with computer hardware or software, vandalize or change data in any way, intentionally introduce computer viruses, attempt to gain access to restricted or unauthorized networks or network services or violate copyright laws. I understand that such activity may be a crime.
10. If I do not follow the rules outlined in this Agreement and in the Responsible Use Policy, I know that I may lose my privilege to use the District's electronic information resources. I also know that I may be disciplined for not following the rules and that my parents and I may have to pay for any damage I cause because of my intentional misuse of these resources.
11. I am aware that some violations of the Responsible Use Policy may also be violations of local, state and federal laws and regulations and that I may be prosecuted for violating those laws.

Student Name: _____

Signed: _____
(Student)

Date: _____

Housatonic Valley Region High School Parental Consent Form Grades 9-12

I give the Region 1 Board of Education permission to allow my child to access and use the electronic information resources in the schools for educational purposes.* I understand that when using a resource such as the Internet, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with complete certainty what information a user may locate. I understand that the District will use filtering programs, access controls and active supervision of students and will make all reasonable efforts to protect students from any misuses or abuses as a result of their use of the District's electronic information resources.

My child and I have read the Board's Responsible Use Policy and this Responsible Use Policy Agreement for grades one through twelve, and we have discussed the Policy and this Agreement.

I understand, and explained to my child, that they may have their privilege to use these resources at school restricted and may be disciplined if they do not follow all of the rules outlined in the Responsible Use Policy and the Responsible Use Policy Agreement. I understand that my child may be held liable for costs incurred by my child's deliberate violation of the Policy.

Student Name: _____

Signed: _____
(Parent or Guardian)

Date: _____

Parent/Guardian Printed Name: _____

*Per the Children's Online Privacy Protection Act, any contractual agreement for the use of electronic resources provided by the school and that has been entered into, amended, or renewed on or after October 1, 2016 must be in compliance with [Connecticut State Law, Public Act 16-189](#). [Public Act 17-200](#) extended the deadline for districts to be in compliance with the provisions of P.A. 16-189 from October of 2016 to July 1, 2018. Connecticut Boards of Education are required to enter into approved written contracts (in alignment with the legislation) with consultants, operators, and/or contractors prior to providing them with, or allowing them to access, student information, student records, or student generated content. This [link](#) (Please add the link for your school) provides a list of all digital products that collect student information.

Parents/Guardians:

Please note that this is a change from previous years. Students will be photographed and photographs will be shared on the NCES webpage and social media, unless this form is signed. Please sign below if you **do not want** your child to be photographed, videotaped, and/or audiotaped.

STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS OPT-OUT

A parent may withhold permission to have a student photographed, videotaped, and/ or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of any other medium.

Note: This does not include videotaping by security cameras in school or on school buses.

Only if you do not want your child to be photographed, videotaped and/or audiotaped, please sign:

DO NOT allow my child to be photographed, videotaped and/or audiotaped during school-sponsored activities and/or learning experiences.

Student Name: _____ Grade Level _____ Parent

Signature _____ Date _____

_____ (current year) School Year

North Canaan Elementary School
Employee Consent Agreement Regarding the Responsible Use of
Technology and and Notification of Monitoring

It is important that all employees review Policy #4118.5/4218.5 regarding the responsible use of technology at _____ School. In addition to local resources, the _____ School network provides access to the internet. In order to gain access to the internet, Staff must sign this agreement indicating their acceptance of the responsibilities listed below.

Internet users enjoy certain rights and privileges, which include:

Safety: To the greatest extent possible the Staff will be protected from harassment and unwanted contact. Users are instructed not to give out their home address, phone number, credit card information or password. However, making the internet available to Staff carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. The school's focus is on providing the understanding and skills needed to use the internet in ways appropriate to educational needs rather than on controlling the environment.

Privacy: Users of the school's computers and network should not have an expectation of privacy. School email provided by the school district is public and subject to monitoring and or e-discovery. Also, there are no rights to privacy in web surfing when using the school district internet connection or equipment.

Intellectual Freedom: Within the framework of responsibilities listed below, the internet is a free and open forum for expression, including viewpoints that are unorthodox or unpopular. Considerate and respectful disagreement is welcome.

Within these rights and privileges come certain responsibilities.

1. Use of appropriate language is required. Profanity or obscenity in online communication is inappropriate as it is in all areas of school life.
2. Accessing or downloading offensive or sexually explicit material is prohibited, as is behavior that is harassing, antisocial and unethical. If you accidentally encounter a web site that may be of a questionable nature, you need to report this to the school's network administrator immediately.
3. Downloading is limited to materials for school use only.
4. Adherence to copyright law is required. Federal copyright laws apply to the download and use of software, retrieval and citing of information and attributing authorship.
5. Use of the internet for any illegal activities is prohibited. Illegal activities include libel, unauthorized access to computer systems or deliberate damage to computer files.
6. Work only on the account assigned to you and take responsibility for the activity on your account. Violations of this policy will be traced to and treated as the responsibility of the owner of that account. Be sure to log off after using a computer.

7. Impersonation and anonymity are not permitted. Users must take responsibility for their words and actions.

8. Exemplary behavior is expected on 'virtual field trips.' When visiting locations on the internet, Staff must act according to the guidelines in the HVRHS handbook.

To obtain internet access, Staff are asked to sign and print their names on the opposite side of this form, indicating their acceptance of the above responsibilities. Failure to follow them will result in the loss of internet privileges and/or disciplinary action. Internet access will be activated after this signed document is returned to the school IT department.

This is a double-sided document. Be sure to read both sides before signing.

In accordance with Connecticut law, the Region 1 Board of Education ("District") hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the District may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

"Electronic monitoring", means the collection of information on District premises or resources concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems.

The law does not cover the collection of information for security purposes in any common areas of District premises which are open to the public, or which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the District in its workplaces:

- Monitoring of email, Internet usage and other components of the District's computer resources for compliance with its policies, procedures and guidelines concerning use of such resources.
- Video and/or audio surveillance within the District's facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of District's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the District may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that violates the law, violates the legal rights of the District or other employees, or creates a hostile work environment.

Consent

I have read and agree to comply with the terms of the Region Board of Education's policy no. _____ governing the use of the District's computer resources by school personnel. I understand that a violation may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature: _____

Date: _____

Print: _____

REGION 1 PUBLIC SCHOOLS BOARD OF EDUCATION

Notice Regarding Electronic Monitoring of School District Personnel Guest Users

In accordance with Connecticut law, the Region 1 Board of Education ("District") hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the District may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

"Electronic monitoring", means the collection of information on District premises or resources concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems.

The law does not cover the collection of information for security purposes in any common areas of District premises which are open to the public, or which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the District in its workplaces:

- Monitoring of email, Internet usage and other components of the District's computer resources for compliance with its policies, procedures and guidelines concerning use of such resources.
- Video and/or audio surveillance within the District's facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of District's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the District may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that violates the law, violates the legal rights of the District or other employees, or creates a hostile work environment.