

**Acceptable Computer Network Use**

The Board of Education provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school's computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. Employees are reminded that personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or any rules governing use of the school's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school's computers will also result in referral to law enforcement authorities.

All school computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Each employee authorized to access the school's computers, networks and Internet services is required to sign an acknowledgement form stating that they have read this policy and any accompanying regulations. The acknowledgment form will be retained on file.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as s/he deems appropriate.

**Legal References: Connecticut General Statutes**

The Freedom of Information Act

53A-182B Harassment in the first degree.

P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers.

31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

53a-182 Disorderly conduct; Class C misdemeanor

53a-183 Harassment in the second degree

53a-250 Computer-related Offenses: Definitions

Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520

### **Acceptable Computer Network Use**

The intent of these administrative regulations rules is to provide employees with general requirements for utilizing the school's computers, networks and Internet services. The administrative regulations may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator or principal.

#### **A. Access to School Computers, Networks and Internet Services**

The level of access that employees have to school computers, networks and Internet services is based upon specific employee job requirements and needs.

#### **B. Acceptable Use**

Employee access to the school's computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the school's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of the school's computers, networks and Internet services.

#### **C. Prohibited Use**

The employee is responsible for his/her actions and activities involving the school's computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide school email addresses to outside parties. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or appropriate administrator.

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6. Downloading or loading software or applications without permission from the system administrator;
7. Sending mass emails to school users or outside parties for school or non-school purposes without the permission of administration;
8. Any malicious use or disruption of the school's computers, networks and Internet services or breach of security features;
9. Any misuse or intentional damage to the school's computer equipment;
10. Misuse of the computer passwords or accounts;
11. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
12. Any willful attempt to access unauthorized sites;
13. Failing to report a known breach of computer security to the system administrator;
14. Using school computers, networks and Internet services after such access has been denied or revoked; and
15. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

### **D. No Expectation of Privacy**

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

### **E. Confidentiality of Information**

Employees and volunteers are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

### **F. Staff Responsibilities to Students**

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the school's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees and volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

### **G. Compensation for Losses, Costs and/or Damages**

The employee may be responsible for any losses, costs or damages incurred by the school related to violations of these policies and/or these procedures/regulations.

**H. School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**I. Employee Acknowledgment Required**

Each employee authorized to access the school's computers, networks and Internet services is required to sign an acknowledgement form stating that they have read these policies and these regulations. The acknowledgment form will be retained on file.

Policy adopted: January 13, 2011

Revised: June 16, 2020

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut