

**Section: Personnel-Certified/Non-Certified**

**Subject: Acceptable Use of Computers and Technology P-4118.5  
4218.5**

**Board Policy  
Milford Public Schools  
Milford, CT**

**Rights, Responsibilities and Duties - Technology**

**Introduction**

The Board of Education (Board) recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students and the community; supporting Milford Public Schools (District) and school operations; and improving access to and exchange of information. The District provides computers, networks and Internet access and other technology to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

**Acceptable Use**

The District expects all employees to learn to use the available technological resources, i.e., the school unit's computers, networks and Internet services and other District technology, for school-related purposes and in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources. Further, employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment.

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. "Incidental personal use" is defined as use by an individual employee for occasional personal communications because the communication cannot be done outside of the school day. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, rules, regulations and state and federal laws.

**Staff Responsibilities with Students**

Staff members are responsible for following acceptable use policies and regulations during all times in which they and/or students under their supervision are using the computer/technology resources of the district. All staff members who work with students are responsible for 1) modeling the appropriate use of computers, the Internet or other technology including the use of

social networks or chat rooms, 2) supervising and monitoring the use of these by students, 3) regularly informing students about regulations related to appropriate use, 4) educating students about appropriate and safe online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response. Staff must also be aware of the acceptable use regulations for students. Staff will post information on regulations in all appropriate instructional areas.

Communication with students using personal communication devices must be appropriate, professional and solely related to school assignments or activities. If communicating with students electronically, staff is expected to use District e-mail, using mailing lists to a group of students rather than individual students. Texting students is discouraged.

### **Use of Social Networks**

Staff members may use district approved social networking sites solely as part of classroom instruction and/or as part of a learning activity with their students in accordance with this policy and that for students. Staff is prohibited from using district computers, networks, and technology for personal social networking. Staff members will utilize social network sites, such as but not limited to, Facebook, Instagram and Twitter, judiciously by not posting confidential information about students, staff or District business, nor posting other District data, documents, unauthorized photographs, or other District owned or created information. Staff members will treat fellow employees, students and the public with respect while posting. Improper fraternization with students using social networking websites on the Internet is prohibited. Staff is also prohibited from using their personal electronic devices to view, access or use personal social networking sites during the school day.

The District recognizes that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the District will regulate the use of social media by employees, including employees' personal use of social media, when such use:

1. interferes with the work of the school district;
2. is used to harass coworkers or other members of the school community;
3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees;
5. disrupts the work of the school district;
6. harms the goodwill and reputation of the school district in the community; or
7. violates the law, Board policies and/or other school rules and regulations.

### **Staff Violation of Policy**

Any employee who violates this policy and/or any rules governing use of District computers or technology or engages in any illegal use will be subject to disciplinary action which will be handled in accord with the appropriate collective bargaining and District policy. Illegal uses of

the school unit's District computers or technology will also result in referral to law enforcement authorities. Any employee who abuses the incidental personal use privilege may be subject to the loss or modification of the privilege and/or be subject to disciplinary action for improper usage.

All District computers, including all hardware and software, and all electronic files and communications stored on or transmitted on District computers and other District technology are the property of the District and remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer and Internet activity and other District technology usage by employees. Email messages sent by District employees should not be considered private communications and are potentially subject to disclosure and users should not expect that files stored by the District will be private. Employees have no expectation of privacy in their use of school or District computers, networks, Internet or other District technology. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual user.

Users are responsible for appropriate use. All illegal or improper uses of computers and technology including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Staff will adhere to District guidelines for the use of technology resources. Technological resources shall not be used to transmit confidential information about students, employers or District operations without authority. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor. The Superintendent or his/her designee reserves the right to eliminate personal use of the District's computer systems or other District technology by any or all employees at any time.

### **Acceptable Use Policy Acknowledgement**

Each employee authorized to access the school District's computers, networks and Internet services and other District technology is required to sign an acknowledgment form stating that he/she has read this policy and the accompanying regulations and agrees to abide by them. Use of the computer system or other District technology represents an employee's acknowledgement that the employee understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer and other District technology activity.

The Superintendent and the School Principals shall annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

The Board of Education directs the Superintendent or his/her designee to develop regulations for acceptable use of computers and technology including, but not limited to: electronic email, and instant messaging, internet and personal network devices, social networking, chat rooms and cyberbullying awareness and response. The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and accompanying regulations and

for advising the Board of the need for any future amendments or revisions to the policy/regulations.

(cf.6141.321 – Student Use of the Internet)

(cf.6141.322 – Web Sites/Pages)

Legal References: C. G.S. §§1-200-1-241 inclusive. Freedom of Information  
C.G.S. §31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.  
C.G.S. §53a-182 Disorderly conduct; Class C misdemeanor.  
C.G.S. §53a-182b Harassment in the first degree.  
C.G.S. §53a-183 Harassment in the second degree.  
C.G.S. §53a-250 et seq. re: computer-related offenses:  
C.G.S. §10-53a-196g Possessing child pornography: affirmative defenses  
C.G.S. §10-222d policy on bullying behavior, as amended by PA 11-232  
C.G.S. §10-233c suspension of pupils  
C.G.S. §10-233d expulsion of pupils  
28 USC 2510 through 2520 Electronics Communication Privacy Act  
20 USC 6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D 6777 Internet Safety  
20 U.S.C. 254 Children’s Internet Protection Act  
47 USC 254 Universal service discounts (E-rate\_  
Code of Federal Regulations, Title 47 54.520 Internet safety policy and Protecting Children in the 21<sup>st</sup> Century Act § 215; 47 U.S.C. § 254(h)(5)(B).  
(cf 6141.321 Student Use of the Internet)  
(cf 6141.322 Websites/Pages)

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