

## Personnel-Certified/Non-Certified

### Acceptable ~~Computer Device and~~ Network Use

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

~~We are pleased to offer employees of the Hamden Public Schools access to the district's computer network, including access to electronic mail (E-Mail) and the Internet. Access to the network will enable staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with others throughout the world. In addition to Internet and E-Mail access, the local area network will make word processing software, database and spreadsheet software, and other curriculum and research related resources available throughout the district.~~

~~Hamden Public Schools believes in the educational value of such electronic services and recognizes their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. However, the opportunities presented by this technology raise concerns as well. Sadly, abuse of these systems can and does occur.~~

Employees are to utilize the district's devices, networks, email system and Internet services for school-related purposes and performance of job duties. Limited incidental personal use of district devices, networks, email systems and Internet services 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. "Limited incidental personal use" is defined as use by an individual employee for an appropriate, lawful, brief and occasional personal purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, themselves or others, or Hamden Public School operations without authority. The systems' security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these technology systems. This provision applies to any and all uses of the district's technology systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

Technology provided to staff for their use remains the property of Hamden Public Schools. It is acknowledged that in order for staff to fulfill the responsibilities of their roles, district-issued devices, including laptops, document cameras, and headsets may be needed for use at home. All other technology requires permission for use at home.

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- Devices are configured for staff use with appropriate applications and security software. Staff is prohibited from reconfiguring, altering, removing or adding applications or software.
- Staff may not share their login information with anyone or attempt to access another staff member's account.
- All required repairs for devices will be processed by the technology department. In the case of theft, a police report should be filed and provided to the technology department.
- In the event a staff member ceases to be employed by Hamden Public Schools, the staff member shall return the devices in good working order. In the event of a failure to return the devices, the staff and parent will be considered in default of the District's Acceptable Use Policy. This failure to return the device and equipment may result in legal action to recover the devices.
- The District may levy fines to cover the cost of replacement due to theft not accompanied by a police report or for intentional damage to a device up to and including full replacement cost. Excessive claims, as determined by the District, may result in loss of device privileges.

Any employee who violates this policy and/or rules governing use of the district's devices may have their usage denied or suspended, or may be subject to other disciplinary action, up to and including termination. Illegal uses of the school district's devices and technology systems will result in referral to law enforcement authorities.

~~Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While access to other materials is possible, it is our sole intent to further educational goals and objectives in making Internet access available. We believe that the benefits of access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. In order to ensure appropriate and lawful uses of the network the Hamden Public Schools intend to monitor network use. Users should not maintain any expectation of personal privacy in the use of the Hamden Public Schools' computer network and related systems. However, while we will make every effort to ensure proper use of the network, no monitoring system is foolproof and users must remain aware of the limitations of monitoring and the potential for encountering offensive or illegal material on the Internet.~~

~~Furthermore, these technologies are expensive to purchase, install and maintain. As the property of the Hamden Public Schools, they must be carefully handled and their integrity preserved for the benefit of all. Therefore, Hamden Public Schools will be treating access to the~~

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~~Internet and the network as a privilege, and not a right. It is expected that users will act in a responsible and legal manner in compliance with district standards and state and federal laws. All computers and the data stored on them are and remain at all times the property of Hamden Public Schools, and as such employees have no right of personal privacy in the use of these systems. All passwords used to access the computers must be available and accessible to Hamden Public School administration upon request. The network, all computers, and user accounts may also be subject to periodic, unannounced reviews, searches, audits or inspections to ensure compliance with the Acceptable Use Policy. Internet activity can and will be logged, including records of web sites visited by users, and all e-mail messages can and may be accessed and traced to their authors even after they are deleted.~~

Each employee authorized to access the school district's devices, networks and Internet services is required to sign an acknowledgement form stating that they have read this policy and the accompanying regulations. The acknowledgement form will be retained in the employee's personnel 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.

(cf. 3514 Authorized Use of School-Owned Equipment)

(cf. 4118.4 Electronic Monitoring)

(cf. 5125 Student Records; Confidentiality)

(cf. 6141.3291 District Assigned Device)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

PA 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

53aA -182bB Harassment in the first degree.

53a-183 Harassment in the second degree

**4118.5(a)**  
**4218.5**

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53a-250 Computer-related Offenses: Definitions

Policy revised:  
Policy approved:

July 13, 1999

Hamden Public Schools  
HAMDEN, CONNECTICUT