

Personnel – Certified/Non-Certified

Rights, Responsibilities, and Duties – Acceptable Computer Use

Acceptable Computer Network Use

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) 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 unit'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. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

The Board will implement a technology protection measure to block or filter internet access to visual depictions that are obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use. Any employee who violates this policy and/or any rules governing use of the school unit's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

All ARSD computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by employees. 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 computer systems. This provision applies to any and all uses of ARSD's computer systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

Each employee authorized to access the school unit's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations. The acknowledgment 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. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit'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 he/she deems appropriate.

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Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. All ARSD electronic mail systems are owned by ARSD and are intended for the purpose of conducting ARSD business. ARSD employees should have no expectation of privacy when using the electronic mail systems. ARSD reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Electronic messages are not for private or confidential matters. Due to the fact that there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.

ARSD retains the right to review, store, and disclose all information sent over ARSD electronic mail systems for any legally permissible reason including, but not limited to, determining whether the information is a public record, whether it contains information discoverable in litigation, and to access ARSD information in the employee's absence.

(cf. 6141.321 - Student Use of the Internet)

Legal References: Connecticut General Statutes

The Freedom of Information Act

[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-182b](#) Harassment in the first degree.

[53a-183](#) Harassment in the second degree

[53a-250](#) Computer-related Offenses: Definitions

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