

Personnel-Certified/Non-Certified**Rights, Responsibilities and Duties****Acceptable 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.

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. Personal use must comply with this and all other applicable policies, procedures and rules.

Employees should not have any expectation of personal privacy in the use of these technology systems, including any incidental personal use permitted. Computer files and electronic communications, including email and voice mail, are not private. The systems' security aspects, message delete function and personal passwords can be bypassed by the district for monitoring purposes.

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. Devices are configured for staff use with appropriate applications and security software and may not be altered. In the event a staff member ceases to be employed by Hamden Public Schools, the staff member shall return the device in good working order. Failure to return the device and equipment may result in legal action to recover the device.

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 may result in referral to law enforcement authorities.

- I understand misuse may result in loss of privileges, monetary obligations, disciplinary action, and/or referral to legal authorities. I understand that my use of the school system's technology and network is not private, and that the district reserves the right to monitor use to assure compliance with this Acceptable Use Policy.
- I will not share my login information nor attempt to access other staff members' accounts.
- I will not use technological resources to transmit confidential information about students or others; or Hamden Public School operations without authority.

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- I understand that if I am no longer employed by Hamden Public Schools, I will be required to return district-owned technology on or before the date required by the district.
- I understand that I must return my device immediately upon request by Hamden Public Schools Administration, its designee, or by employees in the Hamden Public Schools Technology Department.
- If I am no longer employed by Hamden Public Schools for any reason, I will return the technology to the media center. In the event of a failure to return the devices, I will be considered in default of the District’s Acceptable Use Policy which may result in legal action to recover the devices.
- I will need to request permission to bring home any technology other than the district-owned laptop, document camera, or headset and have it checked out in my name through the media center.
- I will not reconfigure, alter, remove or add applications or software to district-owned technology.
- I understand that I am responsible for the care and condition of the district-issued devices. If damage occurs, I will return the device(s) to the media center so they can be repaired by the technology department. I understand I will pay a fee for broken screens, and broken or lost chargers.
- In the case of theft, I will file a police report and provide it to the technology department. If I fail to file and provide the police report, I will pay the full cost to replace the device.
- Excessive claims, as determined by the District, may result in loss of my device privileges.
- Violation of the Acceptable Use Policy is unethical and may create potential civil or criminal liability for me. Hamden Public Schools may revoke my access and take disciplinary and/or appropriate legal action for violation of the Policy.

Each employee authorized to access the school district’s devices, networks and Internet services is required to sign this acknowledgement stating that they have read this Acceptable Use Policy. The acknowledgement form will be retained in the employee’s personnel file.

Printed Name: _____

Signature: _____

Date: _____