

Personnel -- Certified/Non-Certified

Nondiscrimination

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, the Marlborough Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Employment Opportunity

Both federal and state law prohibit discriminatory practices in hiring and employment. It is the policy of the Marlborough Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Marlborough Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need.)

Equal Education Opportunity

Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Marlborough Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

The Marlborough Board of Education designates the Superintendent as the Civil Rights Coordinator who has the responsibility to monitor the compliance of this policy. Further compliance with policy is a responsibility of all administrators.

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Nondiscrimination (continued)

Harassment

The Board strives to provide a safe, positive learning environment in the schools. Therefore, harassment, in any form, will not be tolerated in this district. This policy applies to all students, staff members, board members, parent, vendors, other employees and other visitors -- who are on district grounds or property or on property within the jurisdiction of the district; on buses operated by or for the district; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management, and welfare of the district.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromises the offenders, and undermines the district's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

For purposes of this policy, harassment consists of verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, or age when such harassment:

1. is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's learning or work opportunities;
4. is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in district programs or activities; and
5. is used as the basis for decisions affecting the individual.

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Harassment (continued)

Harassment as set forth above may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- repeated demeaning jokes, stories, or activities directed at the individual.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of all students and to ensure an environment free from all forms of unlawful harassment.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the alleged harassment, and that the problem/concern shall be appropriately addressed. Individuals who engage in acts of harassment may also be subject to civil and criminal penalties.

The Board of Education designates the Superintendent, 25 School Drive, Marlborough, CT 06447, 295-6236, as the employee who will coordinate compliance with Titles VI, VII, IX and American with Disabilities Act including receipt and investigation of any complaint alleging non-compliance.

The Board of Education adopts the following complaint procedures in order to provide prompt and equitable resolution of employee/student complaints alleging any action which is prohibited under the terms of this policy:

1. Any employee/student who believes that he/she has been the victim of discrimination or harassment will report the alleged violation to and attempt resolution of the issue through the principal of the building in which the incident has allegedly occurred. No more than ten (10) business days will pass between reporting of alleged violations and attempts to resolve the issues at the building level.
2. If resolution of the problem is not reached at that level, a written statement will be prepared by the building principal and forwarded to the Superintendent of Schools within five (5) business days.
3. Upon receipt of the written decision, the Superintendent will, within fifteen (15) business days, attempt resolution of the issue. If no resolution can be reached, the Superintendent will provide a written statement to that effect to the Board of Education.
4. Within twenty (20) business days of receiving the written statement from the Superintendent, the Board of Education will take formal action, and so notify the complainant of the decision within ten (10) business days following such action.

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Harassment (continued)

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with The Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106 (Telephone 860-541-3400 or 800-477-5737) and/or the Office for Civil Rights, Region 1, U.S. Department of Education, J.W. McCormack Post Office and Courthouse, Room 707, Boston, MA 02109 (Telephone 617-223-9662). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for harassment may include cease and desist orders, back pay, compensation damages, hiring, promotion or reinstatement.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment will not be tolerated with the school system.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

4218.11(e)
4118.11
5145.4
0521

Personnel -- Certified/Non-Certified

Harassment (continued)

Legal References: (continued)

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include “sexual orientation)

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Policy adopted:
Policy revised:

August 24, 2000
February 28, 2002

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Personnel -- Certified/Non-Certified

Conduct

The Board of Education recognizes that school children are often influenced by the conduct displayed by teachers and other members of a school's staff. The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward an appropriate school atmosphere.

Employees are expected to report for work appropriately dressed, on time and fully prepared to perform their duties. They are expected to perform their duties in a timely and efficient manner, and to refrain from inappropriate conduct. Every employee is expected to deal effectively with students, parents and other staff members, both superior and subordinate.

The personal life of an employee will be the concern and warrant the attention of the Board only as it may directly affect the employee's fitness to perform the job, his/her fitness to be placed in a position of trust with children, the property of the district, or constitute a conflict of interest.

Disciplinary action, when necessary, will be applied in accord with applicable laws, policies, and collective bargaining agreements.

Personnel - Certified/Non-Certified

Alcohol, Drugs, and Tobacco

Introduction

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

Alcohol and Drugs

The Board of Education recognizes the importance of maintaining a drug-free environment for its staff and students. In compliance with federal and state requirements, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are further defined in schedules I through V of section 202 of the controlled substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Each employee shall notify his or her supervisor of his or her conviction occurring in the workplace as defined above, no later than 5 days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free and alcohol-free workplace.

An employee who violates the terms of this policy may be required to complete successfully an appropriate rehabilitation program, or may not be renewed, or his/her employment may be suspended or terminated.

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Smoking, Drinking and Use of Drugs on School Premises

Tobacco

There shall be no smoking or other use of tobacco products on school property, on transportation provided by the Board of Education, during the course of any trip sponsored by the Board, under the supervision of the Board or its authorized agent, or during any other school related activity.

Promulgation of Rules

A copy of this policy and the consequences of violating the policy, shall be distributed to all employees of the Board of Education. Failure to comply with the policy may result in disciplinary action as detailed in Superintendent regulations #4129.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (199)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

Policy adopted: August 24, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Personnel -- Certified/Non-Certified

Alcohol, Drugs and Tobacco

Employees violating the alcohol, drug and tobacco policy may be subject to disciplinary action as indicated below.

Alcohol and Drugs

In accordance with state and federal law, the Board of Education is required to provide written explanation of the consequences of violating the Board's policy which prohibits the unlawful manufacture, possession, use, dispensing, or distribution of illicit, controlled drugs and alcohol on school premises or as part of any of the school activities.

"Controlled drugs" are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the public health council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.

The Board of Education working with the Superintendent will provide a drug-free workplace in accordance with state and federal regulations.

The Board of Education will establish a drug-free awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace; the district's policy of maintaining drug-free workplace; any available drug and alcohol counseling, rehabilitation, and employee assistance program; and the penalty that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.

Employees Funded by Federal Grant

Any employee who is funded by a federal grant, in an amount greater than \$25,000, is required to be given a copy of this policy and regulation concerning a drug-free workplace.

Personnel -- Certified/Non-Certified

Alcohol, Drugs and Tobacco

Employees Funded by Federal Grant

All employees will be notified that as a condition of employment under the grant the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

If an employee who worked on a federal grant is convicted, the federal agency will be notified within ten days after the employer receives notice from an employee of such conviction.

One of the following actions will be taken within 30 days of receiving notice with respect to any employee who is so convicted:

1. Take appropriate personnel action against such an employee, up to and including termination;
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The Board of Education shall make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through the implementation of this regulation.

Disciplinary Action for Violation of Alcohol and Drug Policy

These procedures should be followed if an employee of the district is found to have violated the alcohol and drug policy.

1. Employees observed selling, possessing, or transferring of controlled drugs and alcohol.
 - A. The observation of possession, selling/or transference will be reported to the building principal at once.
 - B. The Superintendent will become responsible for holding the suspicious materials and will issue a signed receipt for them.
 - C. The confiscated material will be placed in the hands of the police for analysis and disposition.

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Alcohol, Drugs and Tobacco

Disciplinary Action for Violation of Alcohol and Drug Policy

- D. The police will be notified and the material turned over to them in exchange for a written receipt. Any further action will be left to the police. No employee shall act in a law enforcement capacity.
2. Employees suspected to be under the influence of drugs or alcohol.
 - A. If an employee appears to be under the influence of drugs or alcohol, he/she shall be taken to the nurse and shall be treated as a person who is ill. The Superintendent shall be notified by the Principal. In case of emergency or if there is a clear and present danger to the employee's health, he/she will contact the appropriate emergency authorities.
 - B. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment.
 - C. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees, and the completion of an appropriate rehabilitation program will be required as a condition of continued employment.
 3. Discovery of Controlled Drugs and Alcohol
 - A. An employee finding such material will deliver it to the Principal.
 - B. The Principal will investigate the matter and notify the Superintendent of the incident.
 - C. If the material is found to be or is suspected of being a controlled drug, the building principal will turn over the material to the police in exchange for a written receipt.

The Superintendent will designate one staff member, who handles all disciplinary matters regarding personnel, to review, monitor and recommend to the Superintendent disciplinary action.

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Alcohol, Drugs and Tobacco

Sanctions for Violation of Smoking Policy

1. **First Offense**

Upon the first violation, employees who are found to violate the policy will receive a written warning. A copy of this written warning will be placed in the employee's supervisory file.

2. **Second Offense**

Upon the second violation, an employee will receive a second written warning. A copy of this written warning will be the employee's supervisory and personnel files.

4. **Third Offense**

If the employee violates the smoking policy a third time, the employee will be referred to the Superintendent for disciplinary action.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended y P.L. 101-226 (1991)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

19-443(6) Exception.

Regulation approved:

August 24, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Personnel – Certified/Non-Certified

Weapons and Dangerous Instruments

All dangerous instruments and weapons (guns, knives, etc.) are prohibited on school property, student transportation and at school-sponsored activities. Such instruments and weapons shall be confiscated. Any violation will be reported to the police. Appropriate disciplinary or legal action shall be pursued by school officials. This policy shall not apply to sworn law enforcement officials.

(cf. 5131 (g) 15b - Suspension)

(cf. 5131(m) 23I - Suspension)

(cf. 5131(l) 28 - Weapons)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference: Connecticut General Statutes

10-221 Board of Education to prescribe rules.

Policy adopted: August 24, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail

Electronic Mail is provided to staff members primarily for the purpose of conducting the business of the school District. The Board encourages the use of Electronic Mail and the Intra/Internet to improve communication, exchange ideas, perform research and provide educational opportunities for students and staff. Occasional and reasonable personal use is permissible.

Both E-mail and History logs or pages revealing Intra/Internet destinations visited are the property of the District. As such, Email and History Logs may be viewed, intercepted, read or otherwise subject to disclosure by or to system administrators, programmers, supervisors, the Board or others as may be necessary for the operation of the District, School or the supervision and maintenance of the Email or Intra/Internet system or as may be required by the Freedom of Information Act. Staff are urged to take this policy into account when using the Email or Intra/Internet system. All employees are expected to conduct their communications using the Email or Intra/Internet system with the same integrity and demeanor as is expected in their face-to-face interactions with others.

Any use of the Email or Intra/Internet system perceived or which is in fact illegal, harassing, offensive or in violation of these or other District policies shall be a basis for appropriate disciplinary action up to and including termination of employment. Practices covered under this provision include but are not limited to:

- Abuse of computer resources;
- Deliberate attempts to disrupt internal or external computer systems or software;
- Unauthorized Access to Non-User or Administrative sections of the District computer systems;
- Sending or soliciting the receipt of email or other communications from persons or entities which has the tendency to or in fact degrades, demeans or harasses others;
- Transferring one's system or email password to any person not previously authorized by the Principal or his/her designee;
- Use of the District computer resources for commercial or private business purposes; and
- Use of the District computer resources to access sexually explicit addresses, websites or other computer locations which advocate or support points of view which encourage discrimination against any identifiable racial, cultural or economic group.

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Rights, Responsibilities and Duties (continued)

Electronic Mail (continued)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

PA 98-142 An Act Requiring Notices to Employees of Electronic Monitoring by Employers

Policy adopted:

August 24, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use

The Board of Education provides computers, 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 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. "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.

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 District 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 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's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building administration and others as he/she deems appropriate.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

(cf. 6141.321 - Student Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

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.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

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 Principal.

Failure to comply with Board policy 4118.5/4218.5, these regulations and/or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the school's computers will also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

The level of access that employees have to school's 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.

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. "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.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (continued)

C. Prohibited Use

The employee is responsible for his/her actions and activities involving school 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, proselytize, 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 e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or appropriate administrator.
6. Any communication that represents personal views as those of the school or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the system administrator;
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;

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Rights, Responsibilities and Duties

Acceptable Computer Network Use (continued)

9. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator for other designated administrator;
10. Any malicious use or disruption of the school's computers, networks and Internet services or breach of security features;
11. Any misuse or damage to the school's computer equipment;
12. Misuse of the computer passwords or accounts (employee or other users);
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Failing to report a known breach of computer security to the system administrator;
16. Using school computers, networks and Internet services after such access has been denied or revoked; and
17. 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 are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (continued)

F. Staff Responsibilities to Students

Teachers, staff members; and volunteers who utilize school computers for instructional purposes with students have a duty of care 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, employee 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 shall be responsible for any losses, costs or damages incurred by the school related to violations of policy 4118.5/4218.5 and/or these regulations.

H. School Unit 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 acknowledgment form stating that they have read policy 4118.5/4218.5 and these regulations. The acknowledgment form will be retained in the employee's personnel file.

**EMPLOYEE COMPUTER AND INTERNET USE
ACKNOWLEDGMENT FORM**

No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgment.

I have read policy 4118.5/4218.5 - Acceptable Computer Network Use and its Administrative Regulations - Acceptable Computer Network Use and understand their terms and conditions.

Signature

Date