

Electronic Use Policies Review



Electronic Use Policies (EUPs)

- Email
- Social Media
- Internet

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Electronic Use Policies (EUPs)

- The EUP's have been created to provide you with guidelines on the acceptable use of technology resources.
- This policy applies to all administrators, including teachers, staff, and students, who have access to electronic devices provided by the school or bring their own devices to the school



What are my responsibilities?

- Adhere to the district's electronic policies
- Exercise responsible and ethical behavior while using electronic devices
- Adhere to existing legal requirements including respecting intellectual property rights (e. g. copyrights and trademarks)
- Adhere to a standard of behavior that is not disruptive to the business of the District
- Administrators must take appropriate measures to safeguard sensitive and confidential data. This includes using strong passwords, securing devices, and refraining from sharing sensitive information without proper authorization.

As an educator, you are held to higher duty of care in the use of technology.



Privacy

There is no expectation to privacy in the use of District technology.

- District PCs, tablets, or other technology are to be used for the purpose of conducting school business.
 - Do not mix personal with business.
- School officials may review files and communications to ensure that users are using the system responsibly.
- Information created, or received for work purposes, and/or contained in the Districts PCs, servers, or email is public record and is subject to the Freedom of Information Act.



Email Use Policy



Email



- The electronic mail system is provided for official communications related to academics and school business.
- All messages composed, sent, or received on the electronic mail system are, and remain the property of the Waterbury Public School System.
- **Protect Personal Information**- never share personal information and be cautious with attachments and links from unknown sources
- Check your school email regularly for important updates and announcements





Email - Offensive/Disruptive Messages

The electronic mail system is **NOT** to be used to create any offensive or disruptive messages. Among those considered offensive are any messages that contain

- sexual implications, slander, racial slurs, gender slurs or insults
- Or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability
- Misusing the school email system can lead to disciplinary actions



Email - Copyright



- The electronic mail system should not be used to send or receive
 - unauthorized copyrighted materials;
 - proprietary information;
 - Or, similar materials without prior authorization.





Email - Review

- Waterbury Public Schools reserves the right to intercept or review employees' electronic mail at any time.
- Employees will be notified if their email has been reviewed.





Email - Retention

ALL EMAIL IS PUBLIC RECORD.

- The district archives all email before it is delivered to your inbox and it is stored permanently, even if you delete it.
- Email communications are generally considered public records and are subject to the Freedom of Information Act (FOIA) or similar public records laws



Social Media Guidelines



Social Media Guidelines



- All District employees are expected to serve as ambassadors for our schools and to remember they are role models to students in the community
- What you write is ultimately your responsibility, if it seems inappropriate or makes you feel uncomfortable, DO NOT PUBLISH IT!
- Be Transparent
 - Your honesty or dishonesty will be quickly noticed in the social media environment.
 - If you are posting about work, use your real name and identify your employment relationship with the district.
 - If you publish outside of the District's Network, please use a disclaimer to state in clear terms that the views expressed are the employees alone and don't necessarily reflect the views of the Waterbury Public Schools.



Social Media Guidelines



- Protect Confidential Information
 - Be thoughtful of what you publish;
 - Make sure you don't disclose or use confidential information;
 - Get written consent before posting someone's picture in a social network.



Social Media Code of Conduct



- Similar to workplace code of conduct
 - Inappropriate communications with students using social or networking websites on the Internet is prohibited.
 - Teachers/Administrators may not list current students as “friends” on networking sites.
 - All e-contacts with students should be through the District’s computer system and/or telephone systems.



Social Media Code of Conduct



- Teachers/Administrators will not give out or post their private cell phone or home phone numbers without prior approval of the Superintendent or designee.
- Inappropriate posting of items with sexual content is prohibited.
- Inappropriate posting of items exhibiting or advocating use of drugs or alcohol is prohibited.



Internet Use Policy





Internet Use Policy

- Employees must conduct themselves appropriately on the Internet and respect:
 - copyrights
 - software licensing rules
 - property rights
 - privacy
 - prerogatives of others

The display of any kind of sexually explicit image or document is a violation of the Waterbury Public School System Policy on sexual harassment and may be grounds for dismissal.





Internet Use Policy

- Employees must not knowingly use the Internet to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, or local jurisdiction in any way.

Use of the Waterbury Public School System resources for illegal activity is grounds for immediate dismissal.





Internet Filtering and Monitoring

- The District actively monitors and logs all internet use for:
 - Violation of District Policy
 - Offensive Language
 - Excessive Personal use
 - Breach of confidentiality
 - Violation of copyright law
 - Use of electronic resources for illegal activity

