

## Personnel

### Electronic Mail and Monitoring

For the purposes of this policy, references to electronic mail, electronic mail systems, and electronic messages shall mean such communications as are generated or conveyed on The Woodstock Academy electronic mail system.

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt, and whether or not the message is read/viewed upon transmission, stored for later retrieval, or deleted. Electronic mail also includes all electronic messages that are transmitted through a local, regional, or global computer network.

All The Woodstock Academy electronic mail systems are owned by The Woodstock Academy and are intended for the purpose of conducting official Academy business only. The Woodstock Academy electronic mail systems are not intended for personal use by employees of The Academy and employees should have no expectation of privacy when using the electronic mail system. The use of computer systems, phone systems, and all other electronic systems that is of a personal nature and non-work related is a violation of The Woodstock Academy policy.

Users of The Woodstock Academy email systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including, but not limited to pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which The Woodstock Academy will incur an expense without expressed permission of the appropriate administrator is prohibited.

There is no guarantee of privacy or confidentiality; other avenues of communication may be used for such matters. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward."

In order to keep The Woodstock Academy electronic systems, secure, users shall not leave any computer/laptop/tablet "signed on" when unattended and shall not leave their password available in an obvious place near any computer/laptop/tablet or share their password with anyone except the electronic mail system administrator. The Woodstock Academy reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

The Woodstock Academy retains the right to review, store, and disclose all information sent over The Woodstock Academy electronic mail system 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 The Woodstock Academy information in the employee's absence.

Except as provided herein, The Woodstock Academy employees are prohibited from accessing another employee's electronic mail messages without the expressed consent of the Head of School. All Woodstock Academy employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author and others.

Electronic mail sent or received by the Board of Trustees, The Woodstock Academy, or The Academy employees may be considered a public record subject to public disclosure or inspection. All Board of Trustee and The Woodstock Academy electronic mail communications may be monitored.

Any Woodstock Academy employee who observes or learns about a violation of this policy must report it immediately to the Head of School or other member of the administration. The Academy employees may be subject to disciplinary action for violation of this policy.

### Workplace Monitoring

Pursuant to the authority of Public Act 98-142, the Board of Trustees hereby gives notice to all its employees of the potential use of electronic monitoring in the workplace. While the Board of Trustees may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the Head of School or designee in his/her discretion.

“Electronic monitoring,” as defined by Public Act 98-142, means the collection of information on The Woodstock Academy premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of computer, telephone, wire, radio, camera, electromagnetic, photo-electronic, or photo-optical systems. Electronic monitoring does not include the collection of information for security purposes in any common areas of The Woodstock Academy premises which are open to the public, or which is prohibited under state or federal law.

The following specific types of electronic monitoring may be used by the Board of Trustees in its facilities but are not limited to:

- Monitoring of email and other components of The Woodstock Academy computer system
- Video surveillance of The Woodstock Academy campus
- Monitoring of voice mail or other telephone systems
- Monitoring of building access through electronic means
- Monitoring of two-way radio transmissions

When The Woodstock Academy has reasonable grounds to believe employees of The Woodstock Academy are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Trustees or other employees, or (3) creates a hostile work environment and electronic monitoring may produce evidence of this misconduct, The Woodstock Academy may conduct electronic monitoring without any prior notice to the employee(s).

This policy does not apply to criminal investigations and any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in disciplinary proceedings against the employee. Questions about electronic monitoring in the workplace should be directed to the Head of School.

Legal Reference:           Connecticut General Statutes  
                                  The Freedom of Information Act  
                                  [31-48d](#) Employers engaged in electronic monitoring required to give prior notice to employees.

Policy Adopted: February 23, 2010

The Woodstock Academy  
Woodstock, Connecticut