EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy #4009.1.1

Technology: Acceptable-Use Policy

Acceptable use of computer resources and e-mail at EASTCONN requires that all e-mail be business related and respect professional boundaries. Non-EASTCONN-related e-mail communications by staff, students or customers is prohibited.

As a reminder, users are not permitted to use EASTCONN computer resources to:

- Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, discriminatory, threatening or illegal material or communications;

- Harass, cyber bully or intentionally offend others; EASTCONN computer resources shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin;

- Share passwords with others, circumvent the menu/ password and/or Internet filtering software installed on District computers;

- Violate copyright or otherwise use the intellectual property of another individual or organization without permission;

- Plagiarize (to take material created by others and presenting it as if it were one's own) or cheat (to deceive by trickery, mislead or fool):

- Send, transmit, or otherwise disseminate proprietary data, personal information about minors or other confidential information;

- Violate any local, state, or federal law or school policy.

Users may not do any of the following without prior written authorization from a supervisor:

- Access EASTCONN networks with privately owned laptop computers, cell phones, or any other personal electronic devices

- Copy software for use on their home computers;

• Provide copies of software to any independent contractors or clients of the District or to a third person;

• Install software on any of EASTCONN's work stations or servers;

• Download any software from the Internet or other on-line service to any of EASTCONN's work stations or servers;

• Modify, revise, transform, recast, or adapt any software;

• Reverse engineer, disassemble or decompile any EASTCONN software.

Similarly, EASTCONN's Internet system shall not be used for non-EASTCONN-related purposes or to access inappropriate websites, such as pornographic, gambling, video games, or personal on-line business sites etc. Employees that misuse and/or abuse EASTCONN's technology resources may be subject to the agency's progressive discipline policy, up to and including termination and/or referral to law enforcement.

Adopted: April 24, 2018
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