



PERSONNEL - Certified and Noncertified

4118.5

Acceptable Use of Computer Systems

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Montville Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail communications and access to the Internet on a limited, occasional basis. Such incidental personal use of computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Each employee authorized to access the school unit's computer systems 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.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act

53A-182B Harassment in the first degree

PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring
By Employers

Children's Internet Protection Act, Pub. Law 106-554, codified at 47 USC
254(h)

Protecting Children in the 21st Century Act, Pub. Law 110-385, Codified at
47 USC 254(h)(5)(B)(iii)

Policy adopted: October 27, 2009

Acceptable Use of Computer Systems

ADMINISTRATIVE REGULATIONS

Computers, computer networks, Internet access, and electronic mail are effective and important technological resources in today's educational environment. The Montville Board of Education has installed computers, a computer network, including Internet access and an e-mail system, to enhance the educational and business operations of the district. In this regulation, the computers, computer network, Internet access and e-mail system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are being made available to employees of the district for district-related educational and business purposes. All users of the computer systems must restrict themselves to district educational and business purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees and all of our students, this regulation shall govern all use of these computer systems.

Failure to comply with Board policy 4118.5 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 computer systems will also result in referral to law enforcement authorities.

Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film, video, picture, cartoon, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where –

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

- (b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Prohibited Use

Each employee is responsible for his or her actions and activities in using the District's computers and Internet service. Uses that are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or in violation of any of the District's policies, rules or regulations, including but not limited to, harassing, discriminatory, or threatening communications and any violation of copyright laws.
2. Any use involving inappropriate materials and/or inappropriate communications, especially with students and/or minors, including but not limited to materials and/or communications that are obscene, child pornography, harmful to minors, sexually explicit or sexually suggestive.
3. Any use for personal or commercial financial gain or political lobbying.
4. Any use involving harassment, hate mail, discrimination, or other offensive communications.
5. Any use for the purpose of improperly infiltrating and/or damaging a software program or computer system, or for the purpose of improperly obtaining or modifying files, passwords or data.
6. Any use for the purpose of misrepresenting the District or others.
7. Misuse of passwords or accounts.
8. Misuse or damage to computer equipment or software.
9. Any use of pseudonyms, impersonations or anonymity. Employees must remain accountable for their use at all times.
10. Any use of unauthorized games, programs, files or other electronic media.

Security

The security of the District's computer systems must be preserved by all employees. Each employee is responsible for the use of their account. Passwords should not be shared. Employees should be careful to avoid degrading the performance of the network. Employees must avoid the spread of computer viruses. Intentional or deliberate spread of computer viruses will be grounds for disciplinary action, up to and including termination of employment. Any employee who becomes aware of a potential security problem must immediately notify the appropriate supervisor.

Network Etiquette

Employees are expected to use the District computers, networks and Internet service in a strictly professional manner. Employees should never engage in inappropriate behavior while using the District's computers and, in so doing will be subject to disciplinary action up to and including termination of employment. Inappropriate behavior includes, but is not limited to, the following:

1. Sending impolite communications.
2. Sending abusive or threatening communications.
3. Using inappropriate, unprofessional, offensive or obscene language.
4. Revealing names, addresses or other personal information of others without proper authorization.

Limitations of Liability

The Montville Board of Education makes no warranties of any kind, whether expressed or implied, concerning the District's computers, networks or Internet service made available to staff. The Board is not responsible for harm suffered by an employee while using the District's computers or Internet service, except to the extent required by law. Nothing in this policy shall be construed as an expressed or implied contract on the part of the Montville Board of Education to continue to provide Internet or other computer service. The Board reserves the right to discontinue such service at any time with or without notice.

No Expectation of Privacy

Staff should have no expectation of privacy in their use of the District's computers and Internet service. All computers remain under the control and custody of the District and, as such, the District retains the right to monitor computer and Internet activity by staff at any time without further notice. Such monitoring may include periodic, unannounced reviews, searches, audits or inspections to ensure compliance with this policy. Internet activity may be logged, including records of websites visited; e-mail messages may be accessed and traced at any time.

Employee Acknowledgment Required

Each employee authorized to access the school unit's computers, networks and Internet services is authorized to sign an acknowledgment form stating that they have read policy 4118.5 and these regulations. The acknowledgment form will be retained in the employee's personnel file.

Legal Reference: Connecticut General Statutes
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**Montville Public Schools
Oakdale, CT 06370**

**EMPLOYEE AND COMPUTER 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 – Acceptable Computer Network Use and its Administrative Regulations and understand their terms and conditions.

Printed Name

Signature

Date