

4118.5 (a)

4218.5

Personnel – Certified/Non-certified

Acceptable Computer/Network/Internet Use - Regulations

The intent of these administrative regulations is to provide employees with general requirements for utilizing the district's computers, networks and Internet services. These administrative regulations may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer systems.

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 Office of the Superintendent.

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

A. Access to District Computers, Networks and Internet Services

The level of access that employees have to the district's computers, networks and Internet services is based upon specific employee job requirements and needs.

B. Acceptable Use

Employee access to the district's computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the district's educational mission, curriculum and instructional goals. The same standards that apply to other forms of professional behavior and communication also apply to the use of the district's computers, networks and Internet services.

Employees are to utilize the district's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of district computers is permitted as long as such use does not interfere with the employee's

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job duties and performance, and/or the operations of the systems 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.

C. Prohibited Use

Employees are responsible for their actions and activities involving district computers, networks and Internet services and for their computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. use that is illegal or in violation of Board policies, including harassing, discriminatory or threatening communications and behavior, violation of copyright laws, etc.;
2. use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. inappropriate communications with students or minors;
4. use for private financial gain, or commercial, advertising or solicitation purposes;
5. use as a forum for communicating by e-mail or any other medium with other district 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 others' school e-mail addresses to outside parties whose intent is to use them for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or from the Superintendent of Schools.
6. Bargaining unit use shall be limited to notices, schedule and general announcements.

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7. communication that represents personal views as those of a school or the district or that could be misinterpreted as such;
8. downloading or loading software or applications, except for those previously approved for such use, without permission from the Superintendent or his/her designee;
9. knowingly opening or forwarding any e-mail attachments (executable files) that contain viruses;
10. sending mass e-mails to district users or outside parties for school or non-school purposes without the permission of the Superintendent of Schools or his/her designee;
10. intentional disruption of the district's computers, networks and Internet services or breach of security features;
12. intentional misuse or damage to the district's computer equipment;
13. intentional misuse of computer passwords or accounts (employee or other users);
14. communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
15. attempting to access unauthorized sites;
16. using district computers, networks and Internet services after such access has been denied or revoked;
17. attempting to delete, erase or otherwise conceal violations of this policy or regulation;
and
18. failure to report a known material breach of computer security to the Superintendent or his/her designee.

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D. No Expectation of Privacy

The Brookfield Public School System retains control, custody and supervision of all computers, networks and Internet services owned or leased by the system. The school system reserves the right to monitor all computer and Internet activity by employees and other system users. Employees are warned that they should have no expectation of privacy in their use of district 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.

F. Staff Responsibilities to Students

Certified and non-certified staff and volunteers who utilize district computers and related services for instructional purposes with students have a duty to supervise such use. Those persons are expected to be familiar with the school system's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or 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 system related to intentional violations of policy 4118.5/4218.5 and/or these regulations.

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H. District Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The district 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

Employees authorized to access the school system's computers, networks and Internet services shall sign an acknowledgment form stating that they have read policy 4118.5/4218.5, as applicable, and these regulations. The acknowledgment form shall be retained in the employee's personnel file.

Regulation Approved: January 16, 2002
Regulation reviewed: 4/2/03
Regulation Adopted: 5/21/03

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

4118.5 (f)
4218.5
(Form)

BROOKFIELD PUBLIC SCHOOLS
EMPLOYEE COMPUTER AND INTERNET USE
ACKNOWLEDGMENT FORM

An employee shall not be allowed to use district computers or the Internet until he/she has signed and returned this acknowledgment.

I have read Policy 4118.5/4218.5, as applicable, – Acceptable Computer/Network/Internet Use and its Regulations – and understand their terms and conditions.

Signature

Date