WATERBURY PUBLIC SCHOOLS

Electronic Use Policies

ELECTRONIC USE POLICIES

- Email
- Social Media
- Internet

ELECTRONIC USE POLICIES

- **The EUP's have been created to provide you with guidelines on the acceptable use of technology resources**

- **This applies to any individual who has been authorized to use these resources**

- **and to all technology resources that may be used to support work related tasks – Pc's, Tablets, Smart Boards, etc..**

WHAT ARE MY RESPONSIBILITIES?

- **Adhere to the district's electronic policies**

- **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**

- **Be a good steward in the care and safeguarding of files and records**

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

NO EXPECTATION OF PRIVACY

- **District Pc's 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 PC's, Servers or email is public record**

E-MAIL

- The electronic mail system is provided to assist in the conduct of business.

- All messages composed, sent, or received on the electronic mail system are, and remain the property of The Waterbury Public School System

E-MAIL

- 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

E-MAIL

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

E-MAIL

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

EMAIL RETENTION

- All Email *is public record*

- The district archives all email before it is delivered to your inbox
  - It is stored permanently, even if you delete

- Email access is provided via
  - Outlook- Desktop Application
  - Web-Access from anywhere

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

- 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
  - Ask permission 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

- Employees must conduct themselves appropriately on the Internet and respect:

- copyrights, software licensing rules, property rights, privacy, and 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 e-mail or 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 electronic resources for illegal activity