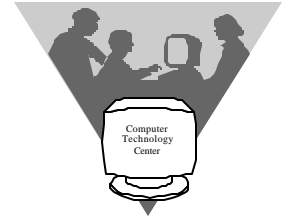




**WATERBURY PUBLIC SCHOOLS**  
**INTERNET ACCEPTABLE USE POLICY**  
**FOR EMPLOYEES**



**Electronic Mail Privacy**

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.

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.

The electronic mail system should not be used to send or receive unauthorized copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

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.

**Internet Use Policy**

Employees must conduct themselves appropriately on the Internet and respect the 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.

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, province, or other local jurisdiction in any material way. Use of the Waterbury Public School System resources for illegal activity is grounds for immediate dismissal.

As a user of the Waterbury Public School Districts computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Signature \_\_\_\_\_

**CTC**  
COMPUTER TECHNOLOGY CENTER