

Personnel - Certified and Non-Certified

Personnel Computer Acceptable Use Policy

It is the policy of the Stratford Public Schools to promote technology that supports 21st Century Learning. Stratford Public Schools recognizes that inherent in the use of the network and its associated infrastructure, is the risk of access to inappropriate content and/or behavior. The procedures and guidelines related to the computer systems may be changed from time to time to meet future needs and circumstances. For the purposes of this policy, "misuse of the Internet or network" means any violation of this policy or any other use not included in the agreement which has the effect of harming another or his or her property.

It is the policy of the Stratford Public Schools to: filter Internet content in compliance with the Children's Internet Protection Act, 47 USC § 254; ensure that staff have made a good faith effort to supervise and monitor usage of the computer systems for adherence to the Computer System Acceptable Use Policy; promote the safety and security of users when using electronic communications such as email, blogs, wikis, and other forms of direct communications.

The superintendent or her/his designee is responsible for the development of administrative regulations that govern the use of the computer systems. The following sets forth the procedures to implement Board Policy 4118.5 concerning the acceptable use of the computer systems in the Stratford Public Schools.

- A. Misuse of the district's computer systems, is strictly prohibited. Members of the Stratford Public Schools staff who misuse the network or its technology are subject to disciplinary action. Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws, other applicable Board policies and existing collective bargaining agreements.
- B. Stratford Public Schools designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. The Stratford Public Schools offers its students and staff access to the Internet and other electronic networks. Access to these resources represents a privilege, not a right, and carries with it responsibilities for each user. Each user must utilize technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property.
- C. The computer network and Internet are intended for educational and professional use, and not for personal use. Personal use of district technology resources that interferes with a user's professional responsibilities is prohibited. If a user has any doubt about whether a proposed activity is within the realm of educational or professional usage, he or she should contact a building administrator or the Director of Technology.

- D. The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. This provision applies to any and all uses of the district's computer systems. The Stratford Public Schools reserves the right to monitor, inspect, copy, review, and store any content at any time without notice.**

All collected information and all files shall remain the property of the Stratford Public Schools and no users shall have any expectation of privacy regarding such materials. Email, like all written communication, can be subpoenaed under the Freedom of Information Act and can be subject to disclosure under the Freedom of Information Act. The Board has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of individual employees of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete functions, and personal passwords can be bypassed for monitoring purposes.

- E. Stratford Public Schools makes network and Internet access available for the purposes of educational and professional use. The Stratford Public Schools will take reasonable measures to: ensure the safety of users of the network and Internet by prohibiting unauthorized access to the network; filter Internet content for obscenity and inappropriate grade-level materials; and ensure the safety of students communicating with electronic resources.

Stratford staff and guest users agree to use the district's computers for appropriate purposes, which includes, but is not limited to, complying with the following guidelines:

1. Refrain from using the computer systems in a manner that interferes with your job responsibilities.
2. Refrain from sending any form of communication that harasses, threatens, solicits others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders or intimidates any person at any time, such communications may also be a crime.
- 3. Refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.**
4. Handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission.
5. Take reasonable measures to monitor appropriate student use of the computer system.
6. Refrain from "hacking", breaching, or disabling any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
7. Refrain from attaching any device or downloading any software that has not been approved by the district's technology department.
8. Refrain from sharing network, proxy, or any other passwords.

9. Refrain from transmitting or receiving inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.

10. Respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.

11. Follow and respect all laws regarding plagiarism when gathering information or posting it electronically.

12. Adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted material over the system.

13. Refrain from gaining or seeking to gain unauthorized access to computer systems.

14. Refrain from sending messages for any purpose prohibited by law.

15. Refrain from using computer systems for any purposes, or in any manner other than those permitted under these regulations.

In addition, if a particular behavior or activity is generally prohibited by law and/or Board of Education policy, use of these computer systems for the purpose of carrying out such activity and or behavior is also prohibited.

F. Anyone who is aware of problems with, or misuse of the Stratford Public Schools' computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his/her building administrator or to the Director of Technology.

G. Most importantly, the Board urges any employee who receives or views any harassing, threatening, intimidating, or other improper message through the Stratford Public Schools' computer systems to report this immediately. It is the Board's policy that no employee should have to tolerate such treatment regardless of the identity of the sender of the message.

Legal References:

Children's Internet Protection Act: Pub. L. 106-554

Individuals with Disabilities Education Improvement Act of 2004: Pub. L. No. 108-446, 118 Stat. 2647

Wage & Workplace Standards: Electronic Monitoring: Connecticut General Statutes Section 31-48-d

Universal Service Fund Requirement: 47 USC 254h

Family Educational Rights and Privacy Act (FERPA): 20 U.S.C. § 1232g; 34 CFR Part 99

Freedom of Information Act: 47 C.F.R. §§ 0.441 - 0.470