

## **Personnel - Certified-Non-Certified**

### **Acceptable Use of Computer Network**

The Internet is a powerful global information infrastructure used by private individuals, businesses, organizations, educators and governments. In school, the Internet can serve as a valuable educational resource. The Putnam Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students.

Employee access to the District's computers and Internet service is provided for administrative, educational, and research purposes, consistent with the District's educational mission, curriculum and instructional goals. The District's computers, networks and Internet service are available for use by staff for school-related purposes and the performance of job-related functions. Personal use during work time is prohibited. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Improper use may also be reported to law enforcement officials, if appropriate.

### **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, pornographic, 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.

## **Personnel - Certified-Non-Certified**

### **Acceptable Use of Computer Network**

#### **Prohibited Use (continued)**

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 except where required by Board policy. 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.

## **Personnel - Certified-Non-Certified**

### **Acceptable Use of Computer Network (continued)**

#### **Limitations of Liability**

The Putnam 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 Putnam 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.

The Superintendent will ensure that all district employees are given notice of this policy and that each district employee is given a form to sign stating they have received and read the policy. The signed form will be maintained in the employee's personnel file.

Legal References:      Connecticut General Statutes

                            The Freedom of Information Act

                            53A-182B Harassment in the first degree.

                            P.A. 98-142 An Act Requiring Notice to Employees of Electronic  
                            Monitoring by Employers.

Policy adopted:      August 18, 2009

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut