

ADMINISTRATIVE REGULATION  
EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education provides computers, a computer network, including Internet access and an e-mail system and other electronic devices that access the network such as wireless mobile devices that can be used for document creation, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc.(referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are being made available to employees of the district for district-related educational and business purposes. All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own, and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees, and all of our students, this regulation shall govern all use of these computer systems.

#### Monitoring

It is important for all users of these computer systems to understand that the Board of Education, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The Board of Education intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used appropriately for district-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Superintendent reserves the right to eliminate personal use of the district's computer systems by any or all employees at any time.

#### Why Monitor?

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal, purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow the Board to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, the Board monitoring should serve to increase the value of the system to the district on an ongoing basis.

#### Privacy Issues

Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment to 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 function and personal passwords can be bypassed for monitoring purposes.*

*Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the district's computer systems, including any incidental personal use permitted in accordance with these regulations.*

#### Prohibited Uses

Inappropriate use of district computer systems is expressly prohibited, including, but not limited to, the following:

- ◆ Sending any form of solicitation not directly related to the business of the Board of Education;
- ◆ Sending or posting any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems, including bypassing filter;
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from supervisory personnel;

- ◆ Sending any message or posting information that breaches the Board of Education's confidentiality requirements, including the confidentiality rights of students;
- ◆ Using the system for transmission/publication of material in violation of the copyright law.
- ◆ Sending messages for any purpose prohibited by law;
- ◆ Transmission or solicited receipt of inappropriate e-mail communications or accessing inappropriate information on the Internet, including vulgar, lewd or obscene words or pictures;
- ◆ Using computer systems for any purposes, or in any manner, other than those permitted under these regulations;
  - Using social networking sites in a manner that violates the Board's Social Networking policy.

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.

#### Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the district's computer system, or through the use of any electronic device or mobile owned, leased, or used by the Board. As with any form of communicate, the Board expects district personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee's job-related responsibilities.

#### Disciplinary Action

Misuse of these computer systems will not be tolerated and will result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

#### Complaints of Problems or Misuse

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her supervisor or to the Director of Systems Technology.

Most importantly, the Board urges any employee who receives any harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is the Board's policy that no employee should

be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

Implementation

This revised regulation is effective as of May 9, 2017

#### 4600.1 Electronic Monitoring – Employees

In accordance with Section 31-48 of the Connecticut General Statutes, the Simsbury Public Schools is required to give notice to all of its employees of the potential use of electronic monitoring in its workplace and while using its vehicles, facilities or equipment. The District reserves the right to use electronic monitoring when it determines it is appropriate, in its discretion, provided the monitoring is not prohibited by state or federal law. The district will post in a conspicuous place which is readily available for viewing by employees a notice concerning the types of electronic monitoring which the Simsbury Public Schools may engage in.

“Electronic monitoring,” as defined by Connecticut General Statutes 31-48d, means the collection of information on the District’s premises, or while using the District’ vehicles, facilities or equipment, concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of computer, telephone, wire, radio, camera, electro-magnetic, global positioning, photo-electronic or photo-optical systems.

The following are examples of the types of electronic monitoring that may be used in this workplace:

- Monitoring of email, internet access, and other components of the computer system and/or of use of employer provided cell phones and pagers.
- Video and/or audio surveillance of parking areas, grounds, and common areas of buildings.
- Telephone or voice mail monitoring.
- Monitoring of any electromagnetic card access or timekeeping system.
- Tracking or recording of travel and location of an employer provided vehicle.

The District may also use electronic monitoring without prior notice when it has reasonable grounds to believe an employee is engaged in conduct that (i) violates the law, or (ii) violates the legal rights of the municipality or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to Neil Sullivan, Director of Personnel, who may be reached at [nsullivan@simsbury.k12.ct.us](mailto:nsullivan@simsbury.k12.ct.us) or (860) 651-3361.

Adopted May 9, 2017

## NOTICE TO EMPLOYEES OF ELECTRONIC MONITORING

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