

## **SCOTLAND BOARD OF EDUCATION Board Policy**

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

#### **Rights, Responsibilities and Duties**

#### **Acceptable Use of Computer Equipment and Related Systems, Software and Networks**

The Scotland Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the educational mission of the Board and to enhance the curriculum and learning opportunities for students and staff in an environment which ensures access to, and management of, up-to-date information and communication services. Responsible use of these systems and networks is expected of all staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Scotland Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.

The computers, computer systems, software, electronic access privileges, and networks provided by the Scotland Board of Education shall not be modified or altered by individual users without the authorization of the Superintendent or his/her designee.

All users are hereby made aware that all information on the Scotland Board of Education's computers, computer systems, software, and networks are in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. Users should not assume that any information accessed or stored on the computers, computer systems, or networks provided by the Scotland Board of Education is private.

The Scotland Board of Education reserves the right to bypass any or all individual or group passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks.

All District computers remain under the control, custody and supervision of the district. The District reserves the right to monitor all computer network and Internet activity by employees, whether using district issued devices or accessing the Scotland network via personally owned devices.

The Superintendent shall establish appropriate guidelines and procedures for responsible use of computer systems and devices, software, electronic access privileges, networks, and the internet provided by the Scotland Board of Education. Employees are required to periodically sign an appropriate Network Use Agreement in order to access network resources. Employees who violate this policy may be subject to discipline.

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Legal References:      Connecticut General Statutes  
                                 The Freedom of Information Act  
                                 31-48d Employers engaged in electronic monitoring required to give prior  
                                 notice to employees. Exceptions. Civil penalty.  
                                 53a-182 Disorderly conduct; Class C misdemeanor  
                                 53a-182b Harassment in the first degree.  
                                 53a-183 Harassment in the second degree  
                                 53a-250 Computer-related Offenses: Definitions  
                                 Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520