

Personnel – Certified/Non-certified

Acceptable Computer/Network/Internet Use

The 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 and school staff.

Employees shall utilize the district's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of district computers is permitted as long as such use does not interfere with the employee's job duties and performance, and/or with the operation of computer/network systems or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or any rules governing use of the district's computers, networks and Internet services shall be subject to disciplinary action, up to and including discharge. Illegal uses of the district's computer networks and Internet services may also result in referral to law enforcement authorities.

All District computers and related services remain under the control, custody and supervision of the Brookfield school system. The school system reserves the right to monitor all computer and Internet activity by employees. Employees are warned that they should have no expectation of privacy in their use of district computers and related services.

Employees authorized to access the district's computers, networks and Internet services shall sign an acknowledgment form stating that they have read this policy and the accompanying regulations. The acknowledgment form shall be retained in the employee's personnel file.

The Superintendent or his/her designee shall oversee the implementation of this policy and regulations and advise the Board of the need for any future amendments or revisions to the policy/regulations. The superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the district's computer systems as long as they are consistent with the Board's policy/regulations.

4118.5 (b)  
4218.5

Personnel – Certified

Acceptable Computer/Network/Internet Use (Continued)

(cf. 6141.321 – Student Use of the Internet)  
(cf. 6141.322 – Web Sites/Pages)

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

Revised and Approved:

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut