

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

### **Acceptable Computer Network Use**

#### **Purpose**

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's work environment. The Board of Education has provided computers, local area (wired), and wireless networks and peripheral equipment that allow for Internet access, files and storage and an e-mail system (referred to collectively as "HPS Network"), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business tools. As such, their use is encouraged to communicate with others, share information, and conduct educational research.

The Hartford Public Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), "CIPA". The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use and Internet Safety Policy. Staff members are expected to understand and enforce the Student Acceptable Use and Internet Safety Policy in their area. All state, federal and local laws and district policies and guidelines should be followed. It is the district's intent to preserve network bandwidth and improve network response times by prioritizing Internet access to education and work-related sites. The district's technology will support innovative teaching and learning. We will provide appropriate staff development opportunities and will develop procedures to support this policy.

#### **Scope**

The Board expects that employees learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment. Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or District operations without authority according to Family Educational Rights and Privacy Act (FERPA) guidelines. Parents and students put their trust in the stewards of education data to ensure students' personal information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary.

All visitors who choose to use the HPS network must abide by the terms of this policy in the same way that staff does.

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

### **HPS Network**

The HPS Network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet. The district reserves the right to prioritize the use of, and access to, the network.

All use of the HPS Network must support education, research, or business operations and be consistent with the mission of the district.

Unacceptable network use by district staff includes but is not limited to:

- Accessing, uploading, downloading, storage and distribution of any personal files, including offensive, obscene, pornographic or sexually explicit material;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from Metro Hartford Information Services;
- Personal gain, commercial solicitation and compensation of any kind;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Using another person's account password, folder, work, or files;
- The use of profanity, abusive, impolite, or inappropriate language;
- Harassing phone calls, voice mails, e-mails, and use of social media in violation of the Safe Workplace policy;
- Use of social media that interferes with the work of the school district, creates a hostile work environment, harms the goodwill and reputation of the school district, or violates the law, Board policy, and/or school rules;
- E-mail messages addressed to all employees or large groups of employees without the prior approval of the sender's Department Head.

### **No Expectation of Privacy**

The district provides the network system, e-mail and Internet access as a tool for education, research, and business in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The HPS Network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and

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

- Any and all information transmitted or received in connection with network and e-mail use.

No staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a staff member or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, may be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

### **Disciplinary Action**

Misuse of the computer systems, or violation of these policies, may result in revocation of privileges, disciplinary action, and/or involvement of law enforcement agencies, depending on specific violation.

### **Oversight**

The Administration shall develop regulations setting forth procedures to be used in an effort to ensure that such computer systems are used by staff solely for education and business-related purposes.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

### **Legal References:**

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. 254(h)

Conn. Gen. Stat. 53a-182b; 53a-183; 53a-250

Electronic Communications Privacy Act, 18 U.S.C. 2510 through 2520

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. 6777

Protecting Children in the 21 st Century Act, Pub. Law 110-385, codified at 47 U.S.C. 254(h)(5)(B)(iii).

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HARTFORD PUBLIC SCHOOLS

Hartford, Connecticut