

Personnel-Certified/Non-Certified

Acceptable Device and Network Use

The Board of Education provides devices, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the district's devices, networks, email system and Internet services for school-related purposes and performance of job duties. Limited incidental personal use of district devices, networks, email systems and Internet services is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Limited incidental personal use" is defined as use by an individual employee for an appropriate, lawful, brief and occasional personal purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

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, themselves or others, or Hamden Public School operations without authority. The systems' 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 technology systems. This provision applies to any and all uses of the district's technology systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

Technology provided to staff for their use remains the property of Hamden Public Schools. It is acknowledged that in order for staff to fulfill the responsibilities of their roles, district-issued devices, including laptops, document cameras, and headsets may be needed for use at home. All other technology requires permission for use at home.

- Devices are configured for staff use with appropriate applications and security software. Staff is prohibited from reconfiguring, altering, removing or adding applications or software.
- Staff may not share their login information with anyone or attempt to access another staff member's account.
- All required repairs for devices will be processed by the technology department. In the case of theft, a police report should be filed and provided to the technology department.
- In the event a staff member ceases to be employed by Hamden Public Schools, the staff member shall return the devices in good working order. In the event of a failure to return the devices, the staff member will be considered in default of the District's Acceptable

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- Use Policy. This failure to return the device and equipment may result in legal action to recover the devices.
- The District may levy fines to cover the cost of replacement due to theft not accompanied by a police report or for intentional damage to a device up to and including full replacement cost. Excessive claims, as determined by the District, may result in loss of device privileges.

Any employee who violates this policy and/or rules governing use of the district's devices may have their usage denied or suspended, or may be subject to other disciplinary action, up to and including termination. Illegal uses of the school district's devices and technology systems will result in referral to law enforcement authorities.

Each employee authorized to access the school district's devices, networks and Internet services is required to sign an acknowledgement form stating that they have read this policy and the accompanying regulations. The acknowledgement form will be retained in the employee's personnel file.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/regulations.

(cf. 3514 Authorized Use of School-Owned Equipment)
(cf. 4118.4 Electronic Monitoring)
(cf. 5125 Student Records; Confidentiality)
(cf. 6141.3291 District Assigned Device)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by employers

31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

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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