

ACCEPTABLE COMPUTER NETWORK USE

The Ledyard Board of Education provides computers, networks, peripheral equipment (such as printers, scanners, interactive whiteboards, cell phones, etc.) and Internet access to support District employees in carrying out the educational mission of Ledyard Public Schools.

District computer resources are primarily to be used by employees for school-related purposes in the performance of their job duties. Incidental personal use of school computer resources is permitted as long as such use does not interfere with the employee's job duties and performance, with District computer system operations, or with other District computer 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 other applicable District policies, procedures and rules. Employees are prohibited from using District printers for non-school related activities.

Authorized users of the District's computer resources shall annually acknowledge electronically during mandatory training that they have been informed of the requirements of this policy and understand the disciplinary actions that may be imposed, up to and including termination of employment, for misuse of the District's E- mail system.

All District computer resources remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer and Internet activity that employees conduct using District computer resources. Employees should have no expectation of privacy in their use of District computer resources.

Except as provided herein, District employees are prohibited from accessing another employee's computer network account without the expressed written consent of the employee.

Users of the District's computer resources are responsible for their appropriate use. All illegal and improper uses of the District's computer resources, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Illegal use of the District's computer resources will also result in referral to law enforcement agencies. The District's computer resources shall not be used for commercial or private business purposes or for political campaigning.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and developing the attendant rules and regulations needed for the day-to-day management and operation of the District's computer resources.

Legal References:

Connecticut General Statutes

Title 1, Chapter 14, Freedom of Information Act

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