

New technologies are changing the way that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Botelle School offers staff members access to the electronic information highway and the Internet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the workplace. However, on a global network it is impossible to control all materials. Ultimately, the staff is responsible for setting and conveying the standards that should be followed when using media and information sources.

Internet Use Rules and Responsibilities

Staff members are responsible for good behavior on computer networks just as they are in an office setting. Communications on the network are often of a public nature. General rules for behavior and communications apply. Internet access is provided for staff members to conduct research and communicate with others in relation to school work. Access to network services is given to staff members who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the acceptable use outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration of Botelle School may deny, revoke, or suspend user accounts.

Individual users of the Internet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of the Internet. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities are strictly prohibited.

The user is expected to abide by the following network rules of etiquette:

Be polite. Do not write or send abusive messages.

Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from or to any source will result in immediate suspension of Internet privileges.

Do not reveal the personal address or phone number of yourself or others.

Electronic mail is not guaranteed to be private. The people who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.

Do not use the system in such a way that it would disrupt the use of the network by others.

Vandalism - any malicious attempt to alter or destroy data of another user - will not be tolerated.

Any questionable action may result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

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

Regulation:

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. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Staff Internet / E-Mail User Agreement Form

After reading the Internet Use and Electronic Mail Rules and Responsibilities, please complete this form to indicate that you agree with the terms and conditions outlined. Your signature is required before access may be granted. This document, which incorporates the Internet Use and Electronic Mail Procedure, reflects the entire agreement and understanding of all parties.

As an employee of the Botelle School and a user of the computer network, I have read and hereby agree to comply with the Internet Use and Electronic Mail Rules and Responsibilities.

SIGNATURE: _____ DATE: _____

FULL NAME (Please Print): _____

HOME ADDRESS: _____

HOME TELEPHONE: _____

COMPLETE AND RETURN TO THE SUPERINTENDENT'S OFFICE TO BE FILED IN YOUR PERSONNEL FILE.

Legal References: Connecticut General Statutes
The Freedom of Information Act
53A-182B Harassment in the first degree.
P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers.

Board Adopted: November 13, 2013