TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION:	**4000**
CATEGORY:	**Personnel – Certified and Non-Certified**
POLICY CODE:	**4118.5/Staff Network/ Internet Use**

STAFF NETWORK/INTERNET USE

Policy Statement

The Trumbull Board of Education recognizes the educational value of technology and the benefits of its availability in the schools and, therefore, provides staff access to interconnected computer systems within the District and to the Internet, and encourages its use. The purpose of this privilege is to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. With this educational opportunity comes the responsibility to protect the safety and welfare of the staff and students.

Employees are to utilize the schools' computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or with 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.

It is the policy of the Board of Education that any employee who violates this policy and/or rules governing use of the schools' technology resources will be subject to disciplinary action. Illegal use of the resources will also result in referral to law enforcement authorities.

All District technology resources remain under the control, custody, and supervision of the facility in which they are housed. The supervisor of the facility reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

All staff upon employment are required to sign a Staff Network/Internet Use Agreement. The Agreement will be retained in the employee's personnel file.

Adopted: 8/6/2002
Revised: 8/9/2003, 4/12/2005, 11/11/2009, 1/9/2017

References

- Public Law 94-553
- 18 U.S.C. §2256
- 18 U.S.C. §2510 et seq. Electronic Communications Privacy Act

- Trumbull Board of Education Policy Code 3520.13: Student Data Protection

- Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- Trumbull Board of Education Policy 4118.4: Electronic Monitoring of the Workplace
- Trumbull Board of Education Policy 5125: Confidentiality and Maintenance of Student Records
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.4: Sexual Harassment of Students
- Trumbull Board of Education Policy Code 5131.91: Hazing
- Trumbull Board of Education Policy Code 5131.911: Bullying and Teen Dating Violence Prevention and Intervention
- Trumbull Board of Education Policy Code 6141.321: Student Network/Internet Use
- Trumbull Board of Education Policy Code 6141.323: Internet Filtering
- Trumbull Board of Education Policy Code 6141.328: Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools
- Trumbull Board of Education Policy Code 6161.1: Selection of Instructional Material

Regulations

I. Guidelines for General Use

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. The District recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

A. Primary use of the Internet, electronic services, or any telecommunications network must be in support of educational objectives or research. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

B. Any electronic mail account shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their accounts.

C. All communications and information accessible via a network should follow guidelines for privacy in electronic communications.

D. Any use of the District's computing resources or networks for illegal or inappropriate purposes, for accessing materials that are objectionable in a public school environment, or for supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Engagement in illegal activities shall be considered a violation of the intended use of the resource or network. Inappropriate use shall be considered a violation of the intended use of the resource or network. "Objectionable" is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials.

E. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others is prohibited.

F. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

G. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject the user to additional disciplinary action including, but not limited to, termination.

H. The Superintendent shall designate a "District Internet Administrator," who will have responsibility for implementing this policy, establishing procedures, and supervising access privileges.

II. General Guideline for Staff Use

The level of access that employees have to school technology resources will be based upon specific employee job requirements and needs.

III. General Guidelines for Staff Acceptable Use

A. Educational Purposes: The District is providing staff access to its computer networks and the Internet primarily for educational purposes. If there is any doubt on the part of a user about whether a contemplated activity is educational, the activity should not be engaged in until the Principal or his/her designee makes a determination as to its instructional value.

B. Personal Use: Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

C. Administrative Use: An employee's job description may require the performance of administrative activities requiring use of school computers.

D. All staff using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws must be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

E. The use of electronic mail may be required for the fulfillment of an employee's job responsibilities. All District electronic mail systems are owned by the District and are intended for the purpose of conducting official District business only. District electronic mail systems are not intended for personal use by employees of the District. Employees should have no expectation of privacy when using the electronic mail systems.

F. Subscriptions to Listservs, news groups, bulletin boards, social networks, and any other on-line promotional services will be subject to review and approval by District staff.

G. All users MUST log off when leaving a machine. During the day, when out of sight of his/her terminal, an employee must log off his/her terminal or lock the workstation. At the end of the day, the employee must log off his/her terminal and shut down the computer, unless otherwise directed by the Technology Department. Leaving a terminal unsecured is considered among the most severe potential breaches of system security.

IV. General Guidelines for Staff Unacceptable Use

A. Neither Trumbull's instructional network nor Internet access is to be used for commercial business use, political or religious advocacy purposes, or to execute a commercial transaction not related to school business.

B. The following uses of the network are prohibited unless the staff member is given express permission prior to any given instance of engagement:

i. Installing programs, games, or any digital learning resources in violation of Board of Education Policy 6161.1, "Selection of Instructional Material."

ii. Accessing any executable file from external sources (e.g., thumb drives, floppy discs, CD's, DVD's, hard drives, Internet).

iii. Unauthorized logging in under a user name that is not the staff member's own, unless the staff member is accomplishing a District-defined educational goal (e.g., assisting students with logging in under their own user names).

iv. Tampering with or defacing existing hardware, software, or system configurations in any manner, including, but not limited to, disconnecting wires or peripherals, removing parts of the keyboard, or unauthorized shut-down.

v. Using unauthorized equipment on the Trumbull Public Schools network.

C. The following uses of the Internet are prohibited:

i. Accessing materials inappropriate for minors (i.e., those that are obscene, pornographic, harmful to minors, etc.).

ii. Transmitting materials inappropriate for minors.

iii. Violating the law or encouraging others to do so.

iv. Causing harm to others or damaging others' property. Examples of such include, but are not limited to, defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in "hacking" activities.

v. Jeopardizing the security of outside networks on the Internet.

vi. Sending material critical of or which may be threatening or harassing to school administrators, teachers, staff, students, or anyone associated with the school District, or using the network or the Internet to threaten or harass others.

vii. Employees are expected to use appropriate judgement and caution in electronic communication concerning students and staff to ensure that personally identifiable information remains confidential. Regulations related to confidentiality and maintenance of electronic student records are detailed in Board of Education Policy 5125, "Confidentiality and Maintenance of Student Records." Regulations related to student data protection are detailed in Board of Education Policy 3520.13, "Student Data Protection."

vii. Intentionally bypassing Internet filters.

viii. Any communication that represents personal views as those of the school/District or that could be misinterpreted as such.

ix. Failing to report inappropriate usage and/or a known breach of computer security to the appropriate administrator.

x. Using school computers, networks, and Internet services after access has been denied or revoked.

xi. Deletion, erasure, or other concealment of any information stored on a school computer that violates these rules, or attempt to delete, erase, or otherwise conceal any such information.

D. Users will not engage in "Spamming" (which will be considered Misuse of Service). Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files. Frivolous e-mails can contain a script that can send back not only one's address but also one's entire address book. Spam uses school facilities, time, bandwidth, and resources to carry all this unsolicited information. ISPs or other third parties, whose resources are often hijacked to send the spam, are forced to handle the barrage of angry complaints directed to forged addresses, sometimes incurring costly interruptions of service as overloaded servers are brought back online.

E. If inappropriate usage is encountered it must be reported by the individual who is responsible for supervising the student at that time to the appropriate administrator.

V. Network Etiquette

A. All users must abide by the rules of network etiquette, which include:

i. Be polite. Use appropriate language, meaning no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

ii. Avoid language which may be offensive to others. Distribution of jokes, stories, or other material which is based on slurs or stereotypes relating to

race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws is absolutely prohibited.

iii. Do not assume that a sender of e-mail is giving his/her permission for his/her message to be forwarded or redistributed or his/her e-mail address to be shared.

iv. Make the most efficient use of the network resources to minimize interference with others.

VI. Monitoring

The Board of Education reserves the right to monitor staff usage of its computer terminals and portable electronic devices and all applications available. The means of monitoring may include, but are not limited to, supervision, electronic means, security cameras, and computer software. There should be no expectation of privacy on the part of any user and therefore no recourse if a user is caught misusing the system.

VII. Staff Responsibility for Student Network/Internet Usage

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator. All employees are responsible for knowing Board of Education Policy 6141.321, "Student Network/Internet Use," and for ensuring their and their students' compliance with that policy.

VIII. Penalties for Inappropriate Use

A. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject the user to additional disciplinary action including, but not limited to, termination.

B. Damage caused to other networks accessed will subject the user to the same disciplinary action as damage to the Trumbull Network/Internet.

C. The employee may be responsible for any losses, costs, or damages incurred by the District related to violations of District policy or these regulations for which he/she is directly responsible.

D. The Board of Education assumes no responsibility for any unauthorized charges made by employees including, but not limited to, credit card charges, subscriptions, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

IX. Permission to Access Network

All staff upon employment are required to sign a Staff Network/Internet Use Agreement. The Agreement will be retained in the employee's personnel file.

X. Documentation

Forms to support the implementation of this policy will be developed and reviewed periodically by the District Internet Administrator.

Trumbull Public Schools
STAFF NETWORK/INTERNET USE AGREEMENT

Acknowledgment of Receipt

By signing below, I hereby acknowledge receipt of Trumbull Board of Education Policy 4118.5, "Staff Network/Internet Use," and Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use."

As an employee of the Trumbull Public Schools, I have read and I understand both Trumbull Board of Education Policy 4118.5, "Staff Network/Internet Use," and Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use," and I accept responsibility to abide by these policies and their regulations, including being diligent in supervising student use of any Trumbull Public Schools network services and equipment.

I understand that any conduct that is in conflict with these policies and their responsibilities may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject me to additional disciplinary action including, but not limited to, termination.

Employee Signature _____Date _____

Printed Name of Employee _____