

4118.5

PERSONNEL - CERTIFIED - NON-CERTIFIED

Rights, Responsibilities and Duties

Technology and Computer Network Use

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

Employees are to utilize the Manchester Public School System's 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 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 administrative guidelines.

Any employee who violates this policy and/or any administrative guidelines governing use of the school system computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school system computers will also result in referral to law enforcement authorities.

The telephones, computers and other electronics and communications systems of the Manchester Public Schools are the property of the Manchester Public Schools and are available to employees to properly facilitate the conduct of daily activities. The school system reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school system computers. Employees shall be advised that representatives of the Manchester Public Schools may review e-mails, faxes, modem and LAN/WAN communications, including Internet use, and voice-mail messages sent or received by employees. In addition, Manchester Public Schools may review records generated by the building security systems to monitor employee access to work areas.

Each employee, authorized to access the school system computers, networks and Internet services, is required to sign an acknowledgment form stating that he/she is bound by this policy and any

administrative guidelines which may be developed or amended from time to time. The acknowledgment form will be kept on file.

Legal References: Connecticut General Statutes, Section 31-48d

An Act Requiring Notice to Employees of Electronic Monitoring by Employers

Connecticut General Statutes, Section 1-200 et seq

The Freedom of Information Act

Connecticut General Statutes, Section 53a-182b

Harassment in the first degree

Adopted: June 24, 2002

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Administrative Guidelines

MANCHESTER PUBLIC SCHOOLS

TECHNOLOGY AND COMPUTER NETWORK USE AGREEMENT

I understand and agree that the use of technology and the Internet is a privilege.

I have read and fully understand the Manchester Public Schools Technology and Computer Network Use Policy #4118.5 for employee access to the computer network, Internet and e mail. I will abide by the Policy in full and understand that any violation of the Policy and Administrative Guidelines above is unethical and may create potential civil or criminal liability for me. I have been notified by the Board of

Education of the Manchester Public School System of the potential use of electronic monitoring of employees' activities or communications. Should I commit any violation of the Policy, I recognize and accept that the Manchester Public Schools may commence legal and/or disciplinary action against me, which may result in revocation of my access privileges and my discharge from employment.

I understand that I am bound by this Policy #4118.5 and any administrative guidelines which may be developed or amended from time to time.

Name (please print) _____

Signature _____ Date _____

School _____

Job Title _____

MANCHESTER PUBLIC SCHOOLS

NOTICE

Pursuant to the authority of Connecticut General Statutes, Section 31-48d, the Manchester Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board of Education may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the Board in its discretion.

"Electronic monitoring," as defined by CGS Section 31-48d, means the collection of information on school district property concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic or photo optical systems. The law does not cover

the collection of information (A) for security purposes in any common areas of school premises which are open to the public, or (B) which is prohibited under other state or federal law.

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The law also provides that the Board of Education may use electronic monitoring without any prior notice when (a) the Board has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Board or of other employees, or (iii) creates a hostile work environment and (b) such electronic monitoring may produce evidence of such conduct.

Questions about electronic monitoring in the workplace should be directed to the Director of Human Resources, Manchester Public Schools.