THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Acceptable Use Policy

Access to Electronic Networks

Electronic networks, including e-mail and the internet, are a part of the District's instructional program and are designed to promote educational excellence. These networks are a resource for sharing work, innovation, learning and communication. The district shall develop a technology plan that shall include, but is not limited to, the integration of the internet into the curriculum, staff training, software filters, connectivity, and safety issues. The district and city are not responsible for any information that may be lost, damaged, or unavailable when using the network.

Purpose

This policy establishes the acceptable use of electronic network and computer tools provided by the City of Torrington, Torrington Public Schools, and Torrington Board of Education. It includes, but is not limited to computers, e-mail, and the internet.

Scope

This acceptable use policy applies to all BOE and TPS employees.

Acceptable Use Terms and Conditions

All use of the District's electronic network must be:

1) In support of education and be in furtherance of the Board of Education approved goals, or

2) For a legitimate school business purpose

The use of the network and equipment purchased by the district is a privilege and not a right. Students and staff have no expectation of privacy in any material that is stored, transmitted or received via the District's network or computers.

Usage Regulations and Procedures

1. Files, e-mail documents and other electronically stored material on the network and computers are not private. The employee must be aware that the district security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, news group, or e-mail message, and each file transfer into and out of our internal networks, and that TPS reserves the right to do so at any time. No employee should have any expectation of privacy in his or her internet or e-mail usage. The technology department will review internet and e-mail activity and analyze usage patterns, and TPS may choose to publicize this data to assure the internet and e-mail resources are devoted to maintaining the highest level of productivity.
2. TPS reserves the right to inspect any and all equipment, files(s), and e-mail stored in private areas of our network or on any computer in order to assure compliance with policy or in the normal course of business. Reason for inspection or review include, but are not limited

to: system, hardware or software problem, suspicion of crime or the need to perform work on equipment or provide service when an employee is not available.

3. TPS reserves the right to remove any files or software which are not approved by the district.
4. TPS network uses independently supplied software and data to identify inappropriate, obscene or sexually explicit internet sites. The District may block access from within our networks to all such sites of which we have knowledge. If you find yourself connected inadvertently to a site that contains sexually explicit or obscene material, you must disconnect from that site immediately, regardless of whether that site has been deemed acceptable by any screening or rating program. An employee who is denied access to any such site should contact a TPS technician if the information and data contained therein are required for work-related reasons.
5. TPS retains the copyright to any material posted to any forum, news group, and chat or World Wide Web page by any employee in the course of his or her duties.
6. TPS will comply with reasonable requests from law enforcement regulatory agencies for logs, diaries, and archives on an individual's internet e-mail activities.

Employees Responsibilities

TPS internet facilities, computing resources, and software shall not be used in an unacceptable manner. It is the employee's responsibility to familiarize himself/herself with this policy so as to ensure compliance.

1. All TPS facilities and computing resources, including all e-mail, must not be knowingly used to violate the laws and regulations of the United States or any other nation, or the laws and regulation of any state, city, province or other local jurisdiction in any material way. Use of resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
2. The display of any kind of obscene or sexually explicit image or document, as defined above, on a TPS system is a violation of our policy on sexual harassment. In addition, obscene or sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
3. No employee may use TPS facilities to knowingly download or distribute pirated software or data.
4. No employee shall use TPS facilities to knowingly create, send, forward, download, print or store messages or graphic images which are harassing, threatening, intimidating, libelous, slanderous, discriminatory, or defamatory in nature.
5. No employee may use the TPS internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
6. No employee may use the TPS internet facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
7. Each employee using the internet facilities shall identify himself or herself honestly, accurately and completely (including one's TPS affiliation and function where requested). An employee, who releases their personal information, including personal identifying information, does so at their own risk.
8. Employees are reminded that chats and news groups are public forums where it is inappropriate to reveal confidential information, customer

data, trade secrets, and any other material covered by existing policies and procedures. Employees releasing protected information via news group or chat, whether or not the release is inadvertent, will be subject to all penalties under existing policies and procedures.

9. Use of internet access facilities to commit infractions such as misuse of assets or resources, sexual harassment, discrimination, unauthorized public speaking, misappropriation, or theft of intellectual property are also prohibited by general policy, and violators will be sanctioned under the relevant provisions of the policy and any applicable state and federal laws.
10. Since a wide variety of materials may be deemed offensive by colleagues, customers or suppliers, it is a violation of policy to store, view, print, or redistribute any document or graphic file that is not directly related to the user's job or business activities.

11. Employees with internet access may not use TPS internet facilities to download entertainment software or games, or to play games against opponents over the internet. Employees should also avoid using their personal software to play games, create inappropriate screen savers, etc.

12. Employees with internet access may not upload any software licensed to TPS or licensed by TPS without explicit authorization from TPS Technology Department .

13. Employees may not intentionally intercept, record, alter or receive another employee's e-mail. In addition, employees shall not send e-mail messages using another employee's I.D. or access the internet at another employee's computer.

14. No employee shall use a TPS computer, network or facilities for advertisement or conducting of business for profit, to distribute or advertise not related to school business.

15. TPS employees shall not subscribe to non-business related e-mail such as jokes/pictures/horoscope/prayer of the day, etc. The distribution of chain letters is forbidden.

16. No software may be installed or downloaded unless pre-approved by TPS Technology staff.

Violations

Violations of this policy will be reviewed on a case-by-case basis and can result in disciplinary action, up to, and including, suspension and termination. Any known or suspended violation of this policy shall be reported to the employee's immediate supervisor and thoroughly investigated. If necessary, this violation may be turned over to the appropriate authorities.

Receipt of Document/Acknowledgement

I acknowledge the receipt of a written copy of the Torrington Public Schools Acceptable Usage Policy. I understand all terms provided in this policy and agree to abide by them. I realize that Torrington Public Schools software may record and store for management use the electronic e-mail messages I send and receive the internet address of any site that I visit, and any computer network activity. I understand that any violation of this policy could have significant repercussions in my professional standing that might include, but is not limited to, my dismissal from employment.

Principal's Name (Print)	Employee's Name (Print)
Principal's Signature	Employee's Signature
Date	Date