

## **Students**

### **Electronic Information/Technology/Media Policy**

The Woodbridge School District maintains an electronic mail system. This system is provided to assist personnel in performing the work of the school system. All staff members use the system to improve professional communication. The rules, which govern the use of the system, follow.

1. The system is provided exclusively for school related use. The system may be used for personal communications only to a limited extent, which does not interfere with statues and/or other policies governing employment of the district.
2. All computers and the data stored on them are and remain at all times the property of the Woodbridge School District.
3. Posting, publishing or unsolicited transmission of an unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic profane or otherwise objectionable information, including without limitation any transmission constituting or encouraging conduct that would constitute a criminal offense or violate any legal state, national law is strongly prohibited.
4. It is not the interest of this policy that users assign to the district their copyright in work developed on the system for courses taken as part of professional development for their role within the district.
5. All use must be consistent with other Woodbridge Board of Education policies such as Communications – 1002; Political Activities – 1311; Distribution of Information – 1325; Community Relations – 1330 as well as all applicable laws.

Additionally, any use of school district computers or telecommunication systems for commercial purposes, financial gain, productive advertisement, political lobbying or attempt to disrupt the use of the service by others is prohibited.

The Board of Education has no control over the information on the Internet. Acknowledging that sites accessible (via the Internet) may contain material that is illegal, defamatory or of a potentially offensive nature to some individuals, the Board encourages district employees to exercise caution in the use of the system to avoid exposure to inappropriate Web sites.

### **Standards Governing Use**

Abide by generally accepted rules of network etiquette.

Do not reveal your personal address or phone number or those of other colleagues, parents, students or others.

Notify the system administrator or administration if you believe that you have identified a possible security problem on the system.

Respect and abide by copyrighted protections related to messages transmitted over the system.

Software should not be installed on any computer by anyone except by a Technology Center Specialist or specifically authorized individual of the Board of Education.

Use discretion when forwarding mail group addresses or distribution lists. Be sure that everyone needs to read the information contained in the Email message.

### **Electronic Mail**

Electronic mail should not be considered truly confidential. The purpose of electronic mail is to create an effective and efficient means of communication. Each individual is responsible for checking his/her Email every work day and for addressing messages in a timely fashion.

Electronic mail should contain appropriate content and should be sent only to those who need the information.

While Email may accommodate the use of passwords, the reliability of security measures for maintaining confidentiality cannot be guaranteed. Users must assume that any and all messages may be read by someone other than the intended or designated recipient. Even when a message is erased, it is still possible to retrieve the message. Therefore, privacy of Email messages cannot be assured to anyone.

Email communications must at all times be professional. Email messages should not contain offensive content that may create a hostile environment and/or be reasonably considered to be disruptive of the school environment or offensive to any employee, student, parent or anyone else associated with the district. Offensive content would include, but not be limited to, sexual comments or images, racial or ethnic slurs, gender specific comments, or comments that would offend someone due to his/her age, sexual orientation, religious or political beliefs, national origin, or disability, or comments that personally demean or attack any individual.

All Email messages composed sent and received on the school computer system all remain the property of the school system. In order to ensure proper use of the system, the district reserves the right, with just cause, to retrieve and read any Email message composed, sent, received, or stored on the system.

### **Complaints of Problems or Misuse**

Anyone who is aware of problems with or misuse of the system should report this to his/her supervisor.

Most important, the Board urges any employee who receives harassing, threatening, intimidating or other improper message through the system to report this immediately to his/her supervisor. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events.

### **Privacy and Privilege in Use of Information Services**

The Board of Education, or its agents, may monitor Email activity as well as other components of the system of any employee upon just cause, without the employee's consent. The just cause for monitoring, if necessary will be established prior to initiation of action of this nature. The Principal with the Superintendent will establish just cause.

Freedom of Information regulations are applicable to all Email records. Any Email is a record, and therefore, can be subpoenaed in court. Therefore, when using Email one must be careful with what the content of an Email message might be. When in doubt, do not use Email.

The use of the Internet and electronic mail system of the district is a privilege. The district may withhold, limit or regulate that privilege. Failure to adhere to the established guidelines may result in loss of access to the Email and Internet system and/or referral to legal authorities.

~~On an annual basis, The Principal or designee will review, as needed, clarify procedures set forth to support this policy in an effort to ensure appropriate use of district electronic media information systems. Administration shall present information related to the efficient use of the system to all staff on an annual basis.~~

All use of the Woodbridge School District information technology systems must be consistent with other Woodbridge Board of Education policies such as Communications – 1002, Political Activity – 1311, Distribution of Information 1325 and Community Relations 1330.

Legal Reference: Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

Eisner v. Stamford Board of Education, 440 F. 2d 803 (2nd Cir 1971)

Trachtman v. Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)

Hazelwood School District v. Ruhlmeir, 484 U.S. 260, 108 S Ct 562 (1988)

Bethel School District v. Fraser, 478 US 675 ( 1986)

Tinker v. Des Moines Independent Community Dist., 393 US 503, ( 1969)

**Policy adopted: September 24, 2001**

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut