

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY - STAFF

New Haven Public Schools provides staff with access to computers and the Internet for the purpose of fulfilling the district's mission of teaching, learning, and public service operations. Staff use of all district computing equipment, software, network and Internet access will be consistent with school board policies and applicable laws.

School Custodians are limited to using computers on the school network to access only authorized applications. This includes the facilities work-order system and web based schools e-mail system.

The following uses of the school district system and Internet resources or accounts are considered unacceptable. Staff members will NOT use the school district computer network system to:

1. Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
2. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause harm, damage or danger of disruption to the district.
4. Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Engage in any illegal act or violate any local, state or federal statute or law.
7. Vandalize, damage or disable the property of another person or organization, not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; tamper with, modify or change the school district system software, hardware or wiring or take action to violate the school district system's security; and in such a way as to disrupt the use of the system by other users.
8. Gain unauthorized access to information resources or access another person's materials, information or files without the implied or direct permission of that person.
9. Post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to home addresses, telephone numbers, identification numbers, account numbers, access codes, passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e. communications with parents or other staff members related to students).

- b. Employees creating and posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students.
10. Attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log-in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
11. Violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
12. Conduct business for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Staff members will not use the school district system to offer or provide goods or services or for product advertisement. Staff members will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

Staff members will be responsible for the supervision of student usage of the Internet in their classroom and will ensure that students have a specific information objective and search strategy in mind before they access the Internet. *Staff members will also be responsible for student usage of the Internet whenever the staff member authorizes or allows the student to use the Internet in an unsupervised area.*

Personal use of the Internet by staff members will be allowed on an occasional basis and during non-school hours in as much as it does not interfere with the educational use, the employee's job requirements, or is in violation with the parameters set forth in this policy. However, all communications over the network (including but not limited to: e-mail, message boards, and internet sites) should not be considered private. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use or compliance with other district policies.

Staff communications with students over technology media including but not limited to: internet, internet 2.x sites (including Facebook, twitter), e-mail, or internet chat originating within or outside the district's computer network must always be limited to curriculum related purposes.

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts a safe and positive educational or working environment may be considered cyber bullying. Cyber bullying by students, staff or third parties is prohibited and will not be tolerated in the district.

Staff suspected of inappropriate or prohibited computer use shall be investigated. Staff found to have violated the rules above or other district policies may be subjected to disciplinary action and/or criminal prosecution.