

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Personnel – Certified/Non-Certified**

**4118.5**

**Computer Network and/or Internet Use**

**I. Policy**

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage and destruction of electronic information and the dissemination of such administrative regulations to all employees.

**II. Use of E-Mail and Electronic Communications**

The Board of Education provides computers, a computer network, including Internet access and e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices), (referred to collectively as “the computer systems”), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district’s computer systems and/or network are not private communications and are potentially subject to disclosure. In accordance with applicable laws and administrative regulations, employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so despite the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system’s security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District’s computer systems, including any incidental personal use permitted in accordance with the Board’s policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

**Computer Network and/or Internet Use (continued)****III. Retention of Electronically Stored Information**

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications.

Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:      Connecticut General Statutes  
                                 The Freedom of Information Act  
                                 31-48d Employers engaged in electronic monitoring required to give prior  
                                 notice to employees. Exceptions. Civil penalty.  
                                 53a-182 Disorderly conduct; Class C misdemeanor  
                                 53a-182b Harassment in the first degree.  
                                 53a-183 Harassment in the second degree  
                                 53a-250 Computer-related Offenses: Definitions  
                                 Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520

**Policy Adopted:      April 23, 2019**

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Enfield, Connecticut**

**COMPUTER USE AGREEMENT - PERSONNEL**

**Policies and Regulations for Computer Use:**

By signing below, you are agreeing to adhere to the attached Enfield Public Schools Policies and Administrative Regulations for computer, networks and Internet services use while using school technology.

**Print Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_