

**Series 4000
Personnel**

**POLICY REGARDING EMPLOYEE USE OF
ISAAC'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS**

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Interdistrict School for Arts and Communication (ISAAC) provides computers, a computer network, including Internet access and an 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, personal cassette players, 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 ISAAC.

These computer systems are business and educational tools. As such, they are made available to ISAAC employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and Instagram.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Executive Director may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal References:

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

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**Series 4000
Personnel**

**ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEE USE OF
ISAAC'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS**

Introduction.

Computers, computer networks, electronic devices, Internet access, and electronic mail are effective and important technological resources. ISAAC has installed computers, a computer network, including Internet access and an e-mail system, and may provide electronic devices that access the system, such as personal laptops, Smartphones, I-Pads or other tablet computers, I-Phones, Androids or other mobile or handheld electronic devices, to enhance the educational and business operations of ISAAC. In these regulations, the computers, computer network, electronic devices, Internet access and e-mail system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are being made available to employees of ISAAC for school-related educational and business purposes. *All users of the computer systems must restrict themselves to appropriate school-related educational and business purposes.* Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and similar communications, including access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to ISAAC, our employees and all our students, this regulation shall govern *all* use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that ISAAC, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. ISAAC intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used appropriately for school-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Executive Director reserves the right to eliminate personal use of ISAAC's computer systems by any or all employees at any time.

The system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and Instagram.

Notwithstanding the above and in accordance with state law, ISAAC may not: (1) request or require that an employee provide ISAAC with a user name and password, password or any other authentication means for accessing a personal online account; (2) request or require that an employee authenticate or access a personal online account in the presence of the Board of Directors or administration; or (3) require that an employee invite a supervisor employed by ISAAC or accept an invitation from a supervisor employed by ISAAC to join a group affiliated with any personal online account of the employee. However, ISAAC may request or require that an employee provide the administration with a user name and password, password or any other authentication means for accessing (1) any account or service provided by ISAAC or by virtue of the employee's employment relationship with ISAAC or that the employee uses for the School's business purposes, or (2) any electronic communications device supplied or paid for, in whole or in part, by ISAAC.

In accordance with applicable law, ISAAC maintains the right to require an employee to allow ISAAC to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

- (A) Conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an employee's personal online account; or
- (B) Conducting an investigation based on the receipt of specific information about an employee's unauthorized transfer of ISAAC's proprietary information, confidential information or financial data to or from a personal online account operated by an employee or other source.

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of ISAAC, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not

include any account created, maintained, used or accessed by an employee for a business purpose of ISAAC.

Why Monitor?

The computer systems are expensive for ISAAC to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why ISAAC intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal, purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow ISAAC to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, ISAAC monitoring should serve to increase the value of the system to the school on an ongoing basis.

Privacy Issues

Employees must understand that ISAAC has reserved the right to conduct monitoring of these computer systems and can do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by ISAAC 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 can 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 ISAAC's computer systems and electronic devices that access same, including any incidental personal use permitted in accordance with these regulations.

Use of the computer system represents an employee's acknowledgement that the employee has read and understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer activity.

Prohibited Uses

Inappropriate use of school computer systems is expressly prohibited, including, but not limited to, the following:

- Sending any form of solicitation not directly related to the business of ISAAC;
- Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be a *crime*);
- Gaining or seeking to gain unauthorized access to computer systems;
- Downloading or modifying computer software of the school in violation of ISAAC's licensure agreement(s) and/or without authorization from supervisory personnel;
- Sending any message that breaches ISAAC's confidentiality requirements, including the confidentiality rights of students;
- Sending any copyrighted material over the system;
- Sending messages for any purpose prohibited by law;
- Transmission or receipt of inappropriate e-mail communications or accessing inappropriate information on the Internet, including vulgar, lewd or obscene words or pictures;
- Using computer systems for any purposes, or in any manner, other than those permitted under these regulations;
- Using social networking sites such as Facebook, Twitter, Instagram and LinkedIn in a manner that violates ISAAC's Social Networking policy.
- Using social networking sites such as Facebook, Twitter, Instagram and LinkedIn in a manner that disrupts or undermines the effective operation of the school; is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications; creates a hostile work environment; breaches confidentiality obligations of school employees; violates the law, School policies and/or the other school rules and regulations.

In addition, if a particular behavior or activity is generally prohibited by law and/or ISAAC policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

Electronic Communications

ISAAC expects that all employees will comply with all applicable school policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using ISAAC's computer system, or through the use of any electronic device or mobile device owned, leased, or used by the school. As with any form of communication, ISAAC expects school personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee's job-related responsibilities.

Disciplinary Action.

Misuse of these computer systems will not be tolerated and will result in disciplinary action up to and including termination of employment. Because no two situations are identical, ISAAC reserves the right to determine the appropriate discipline for any particular set of circumstances.

Complaints of Problems or Misuse

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her supervisor or to the Director of Finance & Operations.

Most importantly, ISAAC urges *any* employee who receives *any* harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is ISAAC'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!*

Implementation.

This regulation is effective as of 11/12/2019

Legal References:

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

NOTICE REGARDING ELECTRONIC MONITORING

In accordance with the provisions of Connecticut General Statutes Section 31-48d, ISAAC hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While ISAAC may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board of Directors and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

"Electronic monitoring," as defined by Connecticut General Statutes Section 31-48d, means the collection of information on ISAAC's premises 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, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas on the school's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by ISAAC in its workplaces:

- Monitoring of e-mail and other components of the school's computer systems, including monitoring of electronic devices such as PDAs, Smartphones, and mobile or handheld devices that access the computer systems, for compliance with the school's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school's telephone systems.

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

Questions about electronic monitoring in the workplace should be directed to the Executive Director and/or his/her designee.

Legal References:

Connecticut General Statutes:

Section 31-48b

Section 31-48d

9/7/16