

# Brockton Public Schools School Committee Policy

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## EMPLOYEE RESPONSIBLE USE

The Brockton Public School System provides technology resources to its employees for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Brockton Public Schools by facilitating resource sharing and communication among employees and students. This policy governs the use of Internet, Intranet, voicemail and email resources.

The use of Brockton Public School System's technology resources is granted to employees primarily for job-related functions. Violations of this policy may result in loss of access and further disciplinary action up to and including dismissal, civil litigation, and/or criminal prosecution for misuse of this resource.

The Brockton Public School System does not attempt to articulate all possible violations of this policy. Users are expected to utilize the school system's computers, computer networks and other electronic media in a responsible and professional manner, and to model such behavior for students.

During work hours and/or while using BPS technology resources, including BPS Internet, employees will not:

1. Knowingly send, receive or display communications that ridicule, disparage or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, or religion,.
2. Knowingly send, receive or display communications that threaten, insult, harass, or defame others.
3. Knowingly send, receive or display sexually-oriented images or messages.
4. Knowingly violate any local, state or federal statute or regulation including, but not limited to, copyright laws.
5. Knowingly disrupt, disable, damage or interfere with services, equipment, or other users.
6. Access, assist, or allow others to access equipment, files, passwords, user codes or information without authorization.
7. Knowingly use electronic media for indiscriminate social purposes and/or conducting outside business.
8. Knowingly use any technology resource of BPS, including internet, for political campaign activities.

The Brockton Public Schools reserves the right to review, audit, intercept, access and disclose all matters on BPS computers, Internet access, Intranet and email systems, as business conditions and/or security considerations warrant, with or without employee notice, during or after employee-working hours. An employee's use of a BPS-provided password does not restrict the school system's right to access electronic communications. Employees using BPS resources should have no expectation of privacy in their email, voicemail or on the Internet/Intranet. Accordingly, employees must ensure that their electronic communications are appropriate, lawful, and in compliance with the provisions of this policy at all times. It is the expectation of the Brockton Public Schools that employees report any knowledge of misuse or abuse of technological resources by faculty or students to their direct supervisor.

Any user who chooses to bring their own device (BYOD) to work and accesses the BPS network through their device is expected to adhere to the Brockton Public Schools Responsible Use Policy and Guidelines. All messages and information created, sent or retrieved on the network are the property of Brockton Public Schools.