

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All CREC electronic mail systems are owned by CREC and are intended for the purpose of conducting official business only. CREC electronic mail systems are not intended for personal use by employees of CREC and employees should have no expectation of privacy when using the electronic mail systems.

Users of CREC E-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of an administrator is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep CREC electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator. CREC reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

CREC retains the right to review, store and disclose all information sent over its electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access CREC information in the employee's absence.

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Electronic Mail (continued)

Except as provided herein, CREC employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All CREC employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or CREC.

Electronic mail sent or received by the Council, CREC or CREC employees may be considered a public record subject to public disclosure or inspection. All CREC electronic mail communications may be monitored.

CREC employees will be subject to disciplinary action for violation of this policy.

The Executive Director will ensure that all CREC employees have notice of this policy and that each employee is given an acknowledge form to sign stating they have received and read the policy. The form will be maintained in the employee's personnel file.

Note: It is recommended that each employee acknowledge in writing, receiving and reading the policy. Notice is essential to defending a claim of invasion of privacy. The notice should be documented in the employee's personnel file.

(cf. 5125 - Student Records)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

PA 98-142 An Act Requiring Notice to Employees of
Electronic Monitoring by employees

Policy adopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Electronic Monitoring Notice

In accordance with the provisions of Public Act 98-142, the Capitol Region Education Council hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While CREC may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Council and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

"Electronic monitoring," as defined by Public Act 98-142, means the collection of information on CREC'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 of CREC'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 CREC in its workplaces:

- Monitoring of e-mail and other components of CREC's computer systems for compliance with CREC's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within CREC 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 CREC grounds and on school buses and other vehicles providing transportation to students and/or employees of CREC.
- Monitoring of employee usage, of CREC's telephone systems.

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

Questions about electronic monitoring in the workplace should be directed to the Human Resources Director.