

**Series 4000 – Personnel – Certified & Non-Certified****1. Certified Personnel****A. Permanent Personnel****(8) Rights, Responsibilities and Duties****(e) Computers: Responsible Use Agreement of the Internet, Other Computer Networks and Internet Safety**

The Suffield Public Schools provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees should be aware that the Suffield Public Schools may monitor usage of electronic resources by individuals and that all electronic resources have been provided to employees of Suffield Public Schools to support the business and educational purposes. Employees and staff of the Suffield Public Schools are responsible for ensuring that they understand and follow this policy. Teachers and Staff must promise to only use technology and digital resources in support of student activities. Teachers must ensure that they legally:

- Use real-world digital and other research tools to access, evaluate and effectively apply information appropriate for authentic tasks;
- Work independently and collaboratively to solve problems and accomplish goals;
- Communicate information clearly and effectively using a variety of tools/media in varied contexts for a variety of purposes;
- Demonstrate innovation, flexibility, and adaptability in thinking patterns, work habits, and working/learning conditions;
- Effectively apply the analysis, synthesis, and evaluative processes that enable productive problem solving; and
- Value and demonstrate personal responsibility, character, cultural understanding, and ethical behavior.

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SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut