

**EMPLOYEE APPROPRIATE USE POLICY OF INFORMATION
TECHNOLOGY RESOURCES**

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources is essential to the mission of the Weston Public Schools (WPS). The purpose of these resources is primarily to develop quality educational materials in the pursuit of excellence in teaching and learning and to efficiently manage the day to day operations of the WPS. Toward this end, the WPS provides a number of IT services to WPS employees. Incumbent with access to these services, WPS employees are charged with the responsibility to use them appropriately and to model that usage for students.

The Superintendent, in conjunction with the Director of Technology and School Libraries shall develop appropriate regulations to govern the responsible use of information technology resources by WPS employees. Where technology is constantly evolving, these regulations shall be regularly reviewed by the Director of Technology, in consultation with the Superintendent, and revised as appropriate.

The Appropriate Use Policy and the accompanying regulations are intended to prevent illegal and/or improper use or abuse of the schools' IT resources.

Adopted: November 21, 2011