

Weston Public Schools
Weston, Connecticut

NOTICE REGARDING ELECTRONIC MONITORING

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

"Electronic monitoring," as defined in Connecticut General Statutes Section 31-48d, means the collection of information on the Board'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, photo electronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board'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 the Board in its workplaces:

1. Monitoring of e-mail and other components of the Board's computer systems for compliance with the Board's policies and regulations concerning use of such systems. Employees should understand that their activities involving the Board's computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed.
2. 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. **THE BOARD CONDUCTS VIDEO SURVEILLANCE WITHIN ITS BUILDINGS AND ON SCHOOL GROUNDS. THE BOARD MAINTAINS VIDEO AND AUDIO SURVEILLANCE ON ITS SCHOOL BUSES.**
3. Monitoring of employee usage of the school district's telephone systems.

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

Questions about electronic monitoring in the workplace should be directed to the Director of Human Resources, (203) 291-1412.

Legal References: Connecticut General Statutes, Section 31-48b, Section 31-48d
Weston Board of Education Policy, 4118.4 Electronic Mail/Telecommunications
Weston Public Schools Acceptable Use Regulations for the Internet

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