MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Employee Computer/Computing Device and Internet Use Rules

These rules implement Board policy GCSA (Employee Computer and Internet Use). Each employee is responsible for his/her actions and activities involving school unit desktop computers, laptops, tablet devices, handheld devices, and mobile devices, hereinafter referred to as computers/computing devices, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Failure to comply with Board policy GCSA, these rules, and/or other procedures or rules governing computer/computing device use may result in disciplinary action, up to and including termination. Illegal use of the school unit's computers/computing devices will also result in referral to law enforcement.

B. Access to School Computers, Networks, and Internet Services

The level of employee access to school unit computers/computing devices, networks, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers/computing devices and networks is strictly prohibited.

C. Acceptable Use

Maine School Administrative District No. 33 computers/computing devices, networks, and Internet services are provided to employees for administrative, educational, communication, and research purposes consistent with the school unit's educational mission, curriculum, and instructional goals. All Board policies, school rules, and expectations for professional conduct and communication apply when employees are using the school unit's computers/computing devices, networks, and Internet services.

D. Personal Use

School unit computers/computing devices, network, and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers/computing devices is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this

policy and the accompanying rules, or any other Board policy, procedure, or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

E. **Prohibited Uses**

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates other Board policies, procedures, or school rules, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc. The school unit assumes no responsibility for illegal activities of employees while using school computers.

2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;

3. Any inappropriate communications with students or minors;

4. Any use for private financial gain, or commercial, advertising, or solicitation purposes;

5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.

6. Any communication that represents personal views as those of the school unit or that could be misinterpreted as such;

7. Downloading or loading software or applications without permission from the Technology Coordinator or building administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by employees.

8. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the Technology Coordinator or building administrator.

9. Any malicious use or disruption of the school unit's computers/computing devices, networks, and Internet services; any breach of security features; or misuse of computer/computing device passwords or accounts (the employee's or those of other users);

10. Any misuse or damage to the school unit's computer/computing device equipment, including opening or forwarding email attachments (executable files) from unknown sources and/or that may contain viruses;

11. Any attempt to access unauthorized sites or any attempt to disable or circumvent the school unit's filtering/blocking technology;

12. Failing to report a breach of computer security to the Technology Coordinator or building administrator;

13. Using school computers/computing devices, networks, and Internet services after such access has been denied or revoked; and

14. Any attempt to delete, erase, or otherwise conceal any information stored on a school computer/computing device that violates these rules or other Board policies or school rules, or refusing to return computer/computing device equipment issued to the employee upon request.

F. **No Expectation of Privacy**

Maine School Administrative District No. 33 computers/computing devices remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all computer/computing device and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers/computing devices, including e-mail messages and stored files, and Internet access logs.

G. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

H. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers/computing devices with students for instructional purposes have a duty of care to supervise such use.

Teachers, staff members, and volunteers are expected to be familiar with the school District's policies and rules concerning student computer/computing device and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal.

I. Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and school rules while the employee is using school unit computers/computing devices, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers/computing devices.

J. Employee Acknowledgement Required

Each employee authorized to access the District's computers/computing devices, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read policy GCSA and these rules. The acknowledgement form will be retained in the employee's personnel file.

Cross Reference: GCSA - Employee Computer/Computing Device and Internet Use

History:			
	Adopted	Meeting#729	December 9, 1999
	Revised	Meeting#746	December 6, 2000
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