

**M.S.A.D. NO. 75
EMPLOYEE COMPUTER AND INTERNET USE RULES**

These rules accompany Board policy GCSA (Employee Computer and Internet Use). Each employee is responsible for his/her actions and activities involving District computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the District'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.

If employees wish to use privately-owned computers at school, they must get prior authorization and comply with these rules.

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 use may result in disciplinary action, up to and including termination. Illegal use of the District's computers will also result in referral to law enforcement.

B. Access to School Computers, Networks and Internet Services

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

C. Acceptable Use

M.S.A.D. No. 75's computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with the District's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the District's computers, networks and Internet services.

D. Personal Use

District computers, 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 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 which 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 District 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 an employee's personal views as those of the District or that could be misinterpreted as such
7. Downloading or loading software or applications without permission from the system administrator

Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District 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 District's computers, networks and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users)
10. Any misuse or damage to the District's computer equipment, including opening or forwarding e-mail 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 District's filtering/blocking technology
12. Failing to report a breach of computer security to the system administrator
13. Using school computers, 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 that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request

F. No Expectation of Privacy

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, 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 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 District's policies and rules concerning student computer 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 District for any losses, costs or damages incurred by the District for violations of Board policies and school rules while the employee is using District computers, including the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using District computers.

Cross Reference: GCSA – Employee Computer and Internet Use

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