

## 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 Director of Technology.

### **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**

MSAD #15'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:

- 51 1. Accessing, using, submitting, posting, publishing, forwarding, downloading, scanning  
52 or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually  
53 suggestive, threatening, discriminatory, harassing and/or illegal materials.  
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- 55 2. Using the District's computers, networks and Internet services for any illegal activity  
56 or in violation of any Board policy or school rules. The District assumes no  
57 responsibility for illegal activities of employees while using school computers.  
58
- 59 3. Copying, downloading or sharing any type of copyrighted materials (including music  
60 or films) without the owner's permission (see Board policy/procedure EGAD-  
61 Copyright Compliance). The District assumes no responsibility for copyright  
62 violations by employees.  
63
- 64 4. Downloading or installing software or applications without permission from the  
65 Director of Technology. Unauthorized copying of software is illegal and may subject  
66 the copier to substantial civil and criminal penalties. The District assumes no  
67 responsibility for illegal software copying.  
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- 69 5. Using the District's computers, networks and Internet services for non-school-related  
70 purposes such as private financial gain; commercial, advertising or solicitation  
71 purposes; or any other personal use not connected with the educational program or  
72 assignments.  
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- 74 6. Sharing passwords, using other users' passwords, and accessing or using other users'  
75 accounts.  
76
- 77 7. Any malicious use, disruption or harm to the District's computers, networks and  
78 Internet services, including but not limited to hacking activities and  
79 creation/uploading of computer viruses.  
80
- 81 8. Any inappropriate communications, including those directed towards students or  
82 minors.  
83
- 84 9. Any attempt to access unauthorized sites, or any attempt to disable or circumvent the  
85 District's filtering/blocking technology.  
86
- 87 10. Failing to report a breach of computer security to the Director of Technology.  
88
- 89 11. Using school computers, networks and Internet services after such access has been  
90 denied or revoked.  
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- 92 12. Any attempt to delete, erase or otherwise conceal any information stored on a school  
93 computer that violates these rules or other Board policies or school rules, or refusing  
94 to return computer equipment issued to the employee upon request.  
95
- 96 13. Any use as a forum for communicating by e-mail or any other medium with other  
97 school users or outside parties to solicit, proselytize, advocate or communicate the  
98 views of an individual or non-school sponsored organization; or to raise funds for any  
99 non-school sponsored purpose, whether profit or not-for-profit. No employee shall  
100 knowingly provide school e-mail addresses to outside parties whose intent is to

101 communicate with school employees, students and/or their families for non-school  
102 purposes. Employees who are uncertain as to whether particular activities are  
103 acceptable should seek further guidance from the building principal or other  
104 appropriate administrator.

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106 14. Any communication that represents an employee's personal view as those of the  
107 District or that could be misinterpreted as such.

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109 15. Sending mass e-mails to school users or outside parties for school or non-school  
110 purposes without the permission of the Director of Technology or building  
111 administrator.

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113 **F. No Expectation of Privacy**

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115 MSAD #15 computers remain under the control, custody and supervision of the District at  
116 all times. The District reserves the right to monitor all computer and Internet activity by  
117 employees and other system users. Employees have no expectation of privacy in their use  
118 of school computers, including e-mail, stored files and Internet access logs.

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120 **G. Disclosure of Confidential Information**

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

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126 **H. Employee/Volunteer Responsibility to Supervise Student Computer Use**

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128 Employees and volunteers who use school computers with students for instructional  
129 purposes have a duty of care to supervise such use. Teachers, staff members and  
130 volunteers are expected to be familiar with the District's policies and rules concerning  
131 student computer and Internet use and to enforce them. When, in the course of their  
132 duties, employees or volunteers become aware of a student violation, they are expected to  
133 stop the activity and inform the building principal.

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135 **I. Compensation for Losses, Costs and/or Damages**

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137 The employee is responsible for compensating the District for any losses, costs or  
138 damages incurred by the District for violations of Board policies and school rules while  
139 the employee is using District computers, including the cost of investigating such  
140 violations. The District assumes no responsibility for any unauthorized charges or costs  
141 incurred by an employee while using District computers.

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143 **J. Employee Acknowledgment Required**

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145 Each employee authorized to access the District computers, networks and Internet services  
146 is required to sign an acknowledgment form stating that they have read policy GCSA  
147 Employee Computer and Internet Use and these rules. The acknowledgment form will be  
148 retained in the employee's personnel file.

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150 Cross Reference: GCSA – Employee Computer and Internet Use

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EGAD – Use of Copyright Materials  
IJNDA – Policy Governing Maine Learning Technology Initiative

**EMPLOYEE COMPUTER/INTERNET USE ACKNOWLEDGMENT FORM**

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No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgment.

I have read policy GCSA Employee Computer and Internet Use and GCSA-R Employee Computer & Internet Use Rules and understand their terms and conditions.

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Print Name Clearly