

EMPLOYEE DEVICE AND INTERNET USE

~~RSU 29~~ RSU 29 devices, networks and Internet services are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops, i-pads, tablets, and other devices issued directly to staff, whether they are used at school or off school premises.

Employees are provided the use of District computers to fulfill their job responsibilities. Privately-owned computers may not be used by employees at school unless authorized by the building principal and Technology Director. A privately-owned device brought to school without authorization may be confiscated.

RSU 29 devices, network and Internet services are provided for purposes related to school programs and operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy or accompanying rules or any other Board policy or procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Compliance with the school unit's policies and rules concerning device use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's devices shall be subject to disciplinary action, up to and including termination. Illegal use of the school unit's devices will also result in referral to law enforcement.

RSU 29 devices remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all device and Internet activity by employees. Employees have no expectation of privacy in their use of school devices.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, device start-up page, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Cross Reference: EGAD – Copyright Compliance
GCSA-R - Employee Computer and Internet Use Rules
IJNDB – Student Computer and Internet Use

Adopted: July 10, 2006

Revised: February 1, 2016