

## **EMPLOYEE COMPUTER AND INTERNET USE**

M.S.A.D. #29 provides computers, networks and Internet access to support the educational mission of the schools. This policy and the accompanying rules also apply to the use of computers/laptops issued directly to staff, whether such use is 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 computer brought to school without authorization may be confiscated.

### **A. Personal Use of School Computers**

M.S.A.D. #29 computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers 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 which do not interfere or conflict with his/her job responsibilities. School computer equipment issued to employees may be taken off school premises for school related use and incidental personal use. At such times, the employee shall assume full responsibility for the care and use of the equipment. Employees will be required to pay for any damages to or replacement of the equipment caused by their own negligence.

### **B. Mandatory Compliance with Policy and Rules**

Compliance with this policy and the accompanying rules is mandatory. Any employee who violates this policy and/or rules governing the use of District computers shall be subject to disciplinary action, up to and including termination. Illegal use of District computers will also result in referral to law enforcement.

C. No Expectation of Privacy

M.S.A.D. #29 computers remain under the control, custody, and supervision of the school unit at all times. M.S.A.D. #29 reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

D. Implementation

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

E. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through employee handbooks, the M.S.A.D. #29 website and/or other means selected by the Superintendent.

F. Acknowledgement

Each employee authorized to access the District's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying rules.

Any employee who is issued a laptop through M.S.A.D. #29 will be required to sign a Staff Laptop Loan Agreement form.

Signed forms will be retained in the employee's personnel file.

Cross Reference: GCSA-R - Employee Computer and Internet Use Rules

Adopted: July 10, 2006

Revised: May 6, 2013