

EMPLOYEE COMPUTER AND INTERNET USE

RSU #2's computers, network, Internet access and other emerging technologies will be provided to support the educational mission of the schools. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

Employees will be provided computing resources necessary for their job responsibilities. However, employees may be allowed to use privately-owned computers at school with prior authorization only, provided that they comply with this policy and the accompanying rules (GCSA-R).

1. Personal Use of School Computers

School unit 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 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 which do not interfere or conflict with his/her job responsibilities.

2. Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning computer use is mandatory. An employee who violates this policy and/or any rules or laws governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal use of the school unit's computers, network or other technology either at school or other location will also result in referral to law enforcement.

3. No Right to Privacy

RSU #2 computers remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers, network and Internet services.

4. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Superintendent. It should be understood that it is the employee's responsibility to read and understand these policies and rules annually.

5. Implementation and Rules

The Superintendent or his/her designee 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 systems or other technology may be implemented, consistent with Board policies and rules.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules
 GBEB – Staff Conduct with Students
 IJNDB – Student Computer and Internet Use
 EGAD – Copyright Compliance

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