

EMPLOYEE COMPUTER AND INTERNET USE

M.S.A.D. #49's computers, including other types of electronic devices, network and Internet access are 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 are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

1. Personal Use of School Computers

M.S.A.D. #49 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 computers including other types of electronic devices, and use is mandatory. An employee who violates this policy and/or any rules governing use of the M.S.A.D. #49's computers shall be subject to disciplinary action, up to and including termination. Illegal use of the M.S.A.D. #49's computers will also result in referral to law enforcement.

3. Filtering Technology

M.S.A.D. #49 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography.

4. No Right to Privacy

M.S.A.D. #49 computers remain under the control, custody and supervision of the M.S.A.D. #49 at all times. M.S.A.D. #49 reserves the right to monitor all use of district 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.

5. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through means selected by the Superintendent.

6. 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 M.S.A.D. #49's computer system 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/IJNDB-R – Student Computer and Internet Use
EGAD/EGAD-R – Copyright Compliance

Approved: January 3, 2013

Employee Internet and Computer Use and Rules Acknowledgement Form

I hereby acknowledge that I have read both the GCSA Employee Computer and Internet Use and GCSA-R Employee Computer and Internet Use Rules policies.

Printed Name

School/Building

Signature

Date

Please Print, Complete, and Submit to Your Building Office

M.S.A.D. #49 Technology Department Intake Form

Please check the applicable box:

☐ New Hire

☐ Position or Building Change

☐ Departure

Full Name (please print legibly)...: _____

Building.....: _____

Position: _____

Password desired for computer login and e-mail accounts (must be **at least** 8 characters long and must include **at least** one capital letter, one number and one special character) Example: P@ssw0rd...: _____

Please attach a signed Acceptable Use Policy when submitting

For Technology Department Use Only

Active Directory <input type="checkbox"/> Google Account <input type="checkbox"/>	Phone <input type="checkbox"/> Device <input type="checkbox"/>	Infinite Campus <input type="checkbox"/>
MS 365 Account <input type="checkbox"/> Adobe Account <input type="checkbox"/> Google Backup <input type="checkbox"/>	Distribution List(s) <input type="checkbox"/>	Photo <input type="checkbox"/> Badge <input type="checkbox"/>

Please return completed form to Lori Faulkner