

**EMPLOYEE USE OF SCHOOL-ISSUED COMPUTERS, DEVICES, AND THE INTERNET**

RSU 19 provides computers, networks and Internet access to support the education 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 other school devices issued directly to staff (such as laptops and iPads), whether in use at school or off school premises. Employees are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Employees are to utilize the school unit's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or to other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Compliance with this policy and the accompanying rules concerning computers/devices, network and Internet services is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers/devices will be subject to disciplinary action, up to and including discharge. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

All RSU 19 computers/devices, Networks, and Internet services remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Each employee authorized to access the school unit's computers, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read this policy and the accompanying rules. The acknowledgment form will be retained in the employee's personnel file.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/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 the Superintendent deems appropriate.

1<sup>st</sup> Reading 08/10/09

Adopted: 09/15/09; Revised: 03/19/19

Reviewed by Committee: 10/26/21