

RSU34's technological resources (including but not limited to computing devices, network, internet access, and online services used by RSU #34) are provided to support the educational mission of the schools. This policy and the accompanying rules apply to all RSU #34 technological resources, whether in use at school or off school premises. Employees are allowed to use privately- owned computing devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The phrase "computing device" as used in this policy and subsequent rules refers to all computing devices, including but not limited to desktops, laptops, tablets, and smartphones.

### **1. Personal Use of School Unit Technological Resources**

School unit technological resources are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of appropriate resources is generally 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 that do not interfere or conflict with his/her job responsibilities.

### **2. Policy and Rules are Mandatory**

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

### **3. Filtering Technology**

RSU #34 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU #34 expects employees to follow established procedures in their school and district to request that sites be unblocked by the filtering technology, and to alert technology and administrative staff should a site need to be blocked. Employees that willfully circumvent the filtering technology may be subject to disciplinary action, up to and including termination.

### **4. No Right to Privacy**

RSU #34 technological resources remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all school unit technological resource use and activity by employees, whether on or off school premises.

Employees have no expectation of privacy in their use of RSU #34 technological resources, including but not limited to computing devices, the school network, school Internet services, online services used by RSU #34, or with any device connected to the school network or school Internet services.

## **5. Notification of Policy and Rules**

Employees shall be informed of this policy and the accompanying rules through this policy, the school website, and/or other 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 the school unit's technological resources may be implemented, consistent with Board policies and rules.

Cross Reference:

GCSA-R – Employee Computing Device and Internet Use Rules

GBEB – Staff Conduct with Students

IJNDB – Student Computing Device and Internet Use

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