

REGIONAL SCHOOL UNIT No. 67

EMPLOYEE COMPUTER AND INTERNET USE RULES

The intent of these Board-level rules is to provide employees with general requirements for utilizing R.S.U. No. 67's computers, networks and Internet services. The Board rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the building principal.

Failure to comply with Board policy GCSA, these rules and/or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the district's computers will also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

The level of access that employees have to R.S.U. No. 67 computers, networks and Internet services is based upon specific employee job requirements and needs.

B. Acceptable Use

Employee access to R.S.U. No. 67's computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the district's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of R.S.U. No. 67's computers, networks and Internet services.

Employees are to utilize the district'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 other system users. "Incidental personal use" is defined as use by an individual employee for

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occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

C. Prohibited Use

The employee is responsible for his/her actions and activities involving R.S.U. No. 67 computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc. The district assumes no responsibility for illegal activities of employees while using school computers;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with learners or minors;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, learners and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal.

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6. Any communication that represents personal views as those of R.S.U. No. 67 or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the building principal and the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. R.S.U. No. 67 assumes no responsibility for illegal software copying by employees;
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the Director of Technology;
10. Any malicious use or disruption of R.S.U. No. 67's computers, networks and Internet services or breach of security features;
11. Any misuse or damage to R.S.U. No. 67's computer equipment;
12. Misuse of the computer passwords or accounts (employee or other users);
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites or any attempt to disable or circumvent R.S.U. No. 67's filtering/blocking technology;
15. Failing to report a known breach of computer security to the building principal;
16. Using school computers, networks and Internet services after such access has been denied or revoked; and

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17. Any attempt to delete, erase or otherwise conceal any stored information that violates these rules.

D. No Expectation of Privacy

R.S.U. No. 67 retains control, custody and supervision of all computers, networks and Internet services owned or leased by the district. R.S.U. No. 67 reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

E. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning learner and staff to ensure that personally identifiable information remains confidential.

F. Staff Responsibilities to Learner

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with R.S.U. No. 67's policies and rules concerning learner computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of learner violations, they are expected to stop the activity and inform the building principal.

G. Compensation for Losses, Costs and/or Damages

The employee shall be responsible for any losses, costs or damages incurred by R.S.U. No. 67 related to violations of policy GCSA and/or these rules.

H. R.S.U. No. 67 Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use.

R.S.U. No. 67 assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment

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and line costs, or for any illegal use of its computers such as copyright violations.

I. Employee Acknowledgment Required

Each employee authorized to access R.S.U. No. 67's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read policy GCSA and these rules. The acknowledgment form will be retained in the Superintendent's office.

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

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