GCSA - Employee Computer, Electronic Device, and Internet Use

GCSA - Employee Computer, Electronic Device, and Internet Use

MSAD # 35 computers, networks, and Internet access are provided to support the educational 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 computers issued directly to staff, whether in use at school or off school premises.***

MSAD #35 computers, network, and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: (1) does not interfere with the 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.

Compliance with the MSAD #35's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the MSAD #35's computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the MSAD #35's computers will also result in referral to law enforcement.

M.S.A.D. #35 utilizes filtering technology designed to block materials that are obscene or harmful to minors, including child pornography. M.S.A.D. #35 takes precautions to supervise staff use of the Internet, but cannot reasonably prevent all instances of inappropriate computer use by staff in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. M.S.A.D. #35 is not responsible for the accuracy or quality of information that staff obtain through the Internet.

MSAD # 35 computers remain under the control, custody, and supervision of the MSAD #35 at all times. The MSAD #35 reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website and/or other means selected by the Superintendent.

The Superintendent 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 MSAD #35's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Director and others as he/she deems appropriate.

Cross References:

GCSA-R – Employee Computer and Internet Use Rules

GCSB-Use of Social Media by School Employees

IJNDB/IJNDB-R – Student Computer and Internet Use

IJNDC – Website/Website Pages

IJNDC-R - M.S.A.D. #35 Website Guidelines

IJNDC-E – Guidelines Governing the Publishing of Student Information on the MSAD #35 Website

Policy Adopted: February 27, 2008

Policy Revised: January 9, 2013; December 20, 2023

Policy Reviewed: November 20, 2025

Revision #6
Created 2022-03-17 13:26:40 UTC by Reilly Greenlaw
Updated 2025-11-20 18:25:16 UTC by Rebekah Williams