

# GCSA-R - Employee Computer, Electronic Device, and Internet Use Rules

## **GCSA-R - Employee Computer, Electronic Device, and Internet Use Rules**

These rules implement Board policy GCSA (Employee Computer, Electronic Device, and Internet Use). Each employee is responsible for their actions and activities involving MSAD #35 computers, electronic devices, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of MSAD #35's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Director.

### **Employee Use of Cell Phones and Other Electronic Devices**

It is important for school employees to model the behavior we expect from our students when it comes to the use of cell phones and other personal electronic devices during the school day and school activities. In order to avoid disruptions to the educational process and school programs, employees are expected to refrain from personal calls, emails, texts and/or other personal business while supervising students and/or performing assigned duties during work time. The Board recognizes there are legitimate work-related reasons that school personnel would need to be on their cell phones during the school day. Whenever possible, school personnel are expected to support students by minimizing their use of cell phones during the school day.

#### **A. Consequences for Violation of Computer Use Policy and Rules**

Failure to comply with Board policy GCSA, these rules, and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of MSAD #35's computers will also result in referral to law enforcement.

#### **B. Access to School Computers, Networks, and Internet Services**

The level of employee access to MSAD #35 computers, networks, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of MSAD #35's computers and networks is strictly prohibited.

#### **C. Acceptable Use**

MSAD # 35 computers, networks, and Internet services are provided to employees for administrative, educational, communication, and research purposes consistent with MSAD #35's educational mission, curriculum, and instructional goals. All Board policies, school rules, and expectations for professional conduct and communication apply when employees are using MSAD #35's computers, networks, and Internet services.

#### **D. Personal Use**

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.

#### **E. Prohibited Uses**

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates policy GCSA or other Board policies, procedures, or school rules, including harassing, discriminatory or threatening communications and behavior, bullying/cyberbullying, violations of copyright laws, etc. MSAD #35 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 students or minors;
4. Any use for private financial gain, or commercial, advertising, or solicitation purposes;
5. Any use as a forum for communicating by email 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 profit or not-for-profit. No employee shall knowingly provide school email addresses to outside parties whose intent is to communicate with school employees, students, 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 or other appropriate administrator;
6. Any communication that represents personal views as those of the MSAD #35 or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. MSAD #35 assumes no responsibility for illegal software copying by employees;

8. Sending mass emails to school users or outside parties for non-school purposes without the permission of the Technology Coordinator or building administrator;
9. Any malicious use or disruption of MSAD #35's computers, networks, and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users);
10. Any misuse or damage to MSAD #35's computer equipment, including opening or forwarding email attachments (executable files) from unknown sources and/or that may contain viruses;
11. Any attempt to access unauthorized sites or any attempt to disable or circumvent MSAD #35's filtering/blocking technology;
12. Failing to report a breach of computer security to the system administrator;
13. Using school computers, networks, and Internet services after such access has been denied or revoked; and
14. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

#### **F. No Expectation of Privacy**

MSAD # 35 computers remain under the control, custody, and supervision of MSAD #35 at all times. MSAD #35 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 email messages and stored files, and Internet access logs.

#### **G. Disclosure of Confidential Information**

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

#### **H. Employee/Volunteer Responsibility to Supervise Student Computer Use**

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with MSAD #35's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal.

#### **I. Compensation for Losses, Costs and/or Damages**

The employee is responsible for compensating MSAD #35 for any losses, costs, or damages incurred by MSAD #35 for violations of Board policies and school rules while the employee is using MSAD #35 computers, including the cost of investigating such violations. MSAD #35 assumes no responsibility for any unauthorized charges or costs incurred by an employee while using MSAD #35 computers.

#### **J. Additional Rules for Use of Privately-Owned Computers by Employee**

1. The employee is responsible for proper care of his/her privately-owned computer including any costs of repair, replacement or any modifications needed to use the computer at school.
2. MSAD #35 is not responsible for damage, loss or theft of any privately-owned computer.
3. Employees are required to comply with all Board policies/procedures and school rules while using privately-owned computers at school.
4. Employees have no expectation of privacy in their use of a privately-owned computer while it is being used at school. The contents of the computer may be searched in accordance with applicable laws and policies.

Cross References:

GCSA - Employee Computer and Internet Use

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

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