

Policy Code: GCSA

Adopted: November 2015

Revised:

EMPLOYEE COMPUTER AND INTERNET USE

RSU 16 computers, network, 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 laptops, iPads, tablets and other devices issued directly to staff, whether they are used at school or off school premises.

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

RSU 16 computers remain under the control, custody, and supervision of the school unit at all times. 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.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, or faculty meetings.

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 school unit'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 Reference: GCSA-R – Employee Computer and Internet Use Rules
 IJNDB – Student Computer and Internet Use

SIGNATURE BLOCK:

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RSU #16 (Mechanic Falls, Minot, Poland) msm/lc

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