

**EMPLOYEE COMPUTER AND INTERNET USE RULES**

Each employee is responsible for his/her actions and activities involving M.S.A.D. #49 computers including other types of electronic devices, network and internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of M.S.A.D. #49'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.

**A. Access to School Computers and Acceptable Use**

The level of employee access to M.S.A.D. #49 computers, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the M.S.A.D. #49's computers and network is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using M.S.A.D. #49's computers, network and Internet services, whether in use at school or off school premises.

**B. 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 and/or other Board policies/procedures or school rules, including harassing, discriminatory, threatening or bullying/cyber bullying communications and behavior; violations of copyright laws or software licenses; etc. M.S.A.D. #49 assumes no responsibility for illegal activities of employees while using school computers.
2. Any attempt to access unauthorized web sites or any attempt to disable or circumvent M.S.A.D. #49's filtering/blocking technology is prohibited. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with their building administrator.
3. Any use involving materials that are obscene, pornographic, sexually explicit, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related purposes.
5. Any use for private financial, commercial, advertising or solicitation purposes.
6. Any sending of e-mail messages to groups of school employees using school e-mail or other e-mails (except in the performance of their duties as district employees) without permission

of the building administrator or Superintendent. Prohibited uses of the e-mail system also include but are not necessarily limited to:

- a. Solicitation of membership in any non-school-sponsored organization;
  - b. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;
  - c. Political or religious purposes;
  - d. Raising funds for non-school-sponsored purposes, whether profit-making or not-for profit;
  - e. Selling articles or services of any kind, advertising or promoting any kind of business; or
  - f. Any communications that represent an employee's views as those of M.S.A.D. #49 or that could be misinterpreted as such.
7. Any communication that represents an employee's personal views as those of M.S.A.D. #49 or that could be misinterpreted as such.
  8. Sending mass e-mails to school users or outside parties for any purpose without the permission of the Technology Coordinator or building administrator.
  9. Any malicious use, damage or disruption of M.S.A.D. #49's computers, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
  10. 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.

**C. 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, and is not disclosed, used or disseminated without proper authorization.

**D. Employee/Volunteer Responsibility to Supervise Student Computer Use**

1. Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce M.S.A.D. #49's policies and rules concerning student computer and Internet use. When, in the course of their duties, employees or volunteers become aware of a student violation or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.
2. Any allowed student use of direct electronic communications must be closely monitored.

**E. Compensation for Losses, Costs and/or Damages**

Any employee, who violates Board policy or rules while using district-owned computers, shall be liable for any resulting losses, damages, costs, including the district's costs of investigating the violations. The district assumes no responsibility for any unauthorized charges or costs incurred by an employee while using district computers.

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

1. An employee who wishes to use a privately-owned computer in school must complete an Employee Request to Use Privately-Owned Computer form. The form must be signed by the employee, the building administrator/supervisor and the Technology Coordinator. There must be a legitimate work-related basis for any request.
2. The Technology Coordinator will determine whether an employee's privately-owned computer meets M.S.A.D. #49's network requirements.
3. Requests may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on M.S.A.D. #49's network or staff would be unreasonable.
4. 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.
5. M.S.A.D. #49 is not responsible for damage, loss or theft of any privately-owned computer.
6. Employees are required to comply with all Board policies/procedures (including Sections A-E of these rules) and school rules while using privately-owned computers at school.
7. 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.
8. M.S.A.D. #49 may confiscate any privately-owned computer brought to school and used by an employee in school without authorization as required by these rules.

Cross Reference: GCSA – Employee Computer and Internet Use

Approved: January 3, 2013