

EMPLOYEE COMPUTER AND INTERNET USE RULES

Each employee is responsible for his/her actions and activities involving school unit computers, network and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit'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 IT Department.

A. Access to School Computers and Acceptable Use

The level of employee access to school unit computers, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers and network is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the school unit'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 or threatening communications and behavior; violations of copyright laws or software licenses; etc. The school unit 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 the school unit's filtering/blocking technology.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, 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 use as a forum for communicating 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-

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school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or the IT Department.

7. Any communication that represents an employee's personal views as those of the school unit 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 IT Director or building administrator.
9. Any malicious use, damage or disruption of the school unit'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.

D. 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 and to enforce the school unit's policies and rules concerning student computer use. 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 administrator.

E. Compensation for Losses, Costs and/or Damages

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

NEPN/NSBA CODE: GCSA-R

F. Additional Rules for Personal computing devices Issued to Employees

1. Personal computing devices are loaned to staff as an educational tool and may be used for purposes specifically authorized by school staff and/or the MLTI program.
2. Staff members are required to attend an informational meeting before a laptop will be issued to them. The staff member must sign the school's acknowledgment form.
3. Staff members are responsible for the proper care of personal computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the laptop if not covered by warranty. Staff shall be responsible for any costs associated with loss, theft or damage to a laptop if the damage is deemed to be intentional, malicious, or due to negligence. This determination shall be made by the Superintendent following consultation with the IT department. The decision of the Superintendent shall be final.
4. If a laptop is lost or stolen, this must be reported to the building administrator and the IT Department immediately. A report shall be made to the local police department immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of personal computing devices at any time or place, on or off school property. Staff members are responsible for obeying any additional rules concerning care of personal computing devices issued by the district.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in, but is not limited to a staff member's laptop being confiscated and/or a staff member only being allowed to use the computer on school grounds. The staff member will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. The laptop may only be used by the staff member to whom it is assigned.
8. All use of school-loaned personal computing devices by all persons must comply with the district's Employee Computer and Internet Use Policy and Rules.
9. Personal computing devices must be returned in acceptable working order at the end of the school year or whenever requested by school or district administration.

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

NEPN/NSBA CODE: GCSA-R

1. An employee who wishes to use a privately-owned computer (which shall include any other device capable of connecting to the school network) 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 Director. There must be a legitimate work-related basis for any request.
2. The IT Department will determine whether an employee's privately-owned computer meets the school unit'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 the school unit'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. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Employees are required to comply with all Board policies/procedures 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. The school unit 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

First Reading: February 24, 2010

Adopted: March 17, 2010