EMPLOYEE COMPUTER AND INTERNET USE

MSAD #56 provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize MSAD #56's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or any rules governing use of MSAD #56's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of MSAD #56's computers will also result in referral to law enforcement authorities.

All MSAD #56 computers remain under the control, custody and supervision of MSAD #56. MSAD #56 reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Each employee authorized to access MSAD #56's computers, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read this policy and the accompanying rules. The acknowledgment form will be retained in the employee's personnel file.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the MSAD #56 computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

CROSS REFERENCE: GCSA-R, Employee Computer and Internet Use Rules
GCSA-E, Employee Computer/Internet Use Acknowledgment Form
IJNDB, Student Computer and Internet Use
IJNDB-R, Student Computer and Internet Use Rules

ADOPTED: February 13, 2001