

## **EMPLOYEE COMPUTER AND INTERNET USE**

RSU#12's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises. Employees are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

### **1. Personal Use of School Computers**

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with an 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 which do not interfere or conflict with his/her job responsibilities.

### **2. Policy and Rules are Mandatory**

Compliance with this policy and the accompanying 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 use of the school unit's computers will also result in referral to law enforcement.

### **3. No Right to Privacy**

RSU#12 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 with RSU#12 computers, whether on or off school premises. The school unit reserves the right to monitor all computer and Internet activity by employees with personal computers on school premises. Employees have no expectation of privacy in their use of school computers, network and Internet services.

### **4. Notification of Policy and Rules**

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

### **5. Implementation and Rules**

The Superintendent or his/her designee 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.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules  
GBEB – Staff Conduct with Students  
IJNDB – Student Computer and Internet Use  
EGAD – Copyright Compliance

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