

## **EMPLOYEE COMPUTER AND INTERNET USE RULES**

These rules accompany Biddeford School Committee policy GCSA (Employee Computer and Internet Use). Each employee is responsible for his/her actions and activities involving school unit computers, networks 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 Technology Coordinator.

### **A. Consequences for Violation of Computer Use Policy and Rules**

Failure to comply with policy GCSA, these rules, and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of the school unit's computers will also result in referral to law enforcement.

### **B. Access to School Computers, Networks, and Internet Services**

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

### **C. Acceptable Use**

The **Biddeford School Department's** computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with the school unit's educational mission, curriculum and instructional goals. All policies, school rules and expectations for professional conduct and communications apply when employees are using the school unit's computers, networks and Internet services.

### **D. Personal Use**

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of 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 these rules or any other policy, procedure or school rules. “Incidental personal use” is defined as use by an individual employee for occasional personal communications

**E. 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 other policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. The school unit assumes no responsibility for illegal activities of employees while using school computers;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium 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-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator;
6. Any communication that represents an employee’s personal views as those of the school unit or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the Technology Department. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by employees;

8. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the Technology Coordinator or building administrator;
9. Any malicious use or disruption of the school unit's computers, networks and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users);
10. Any misuse or damage to the school unit's computer equipment, including opening or forwarding e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
11. Any attempt to access unauthorized sites, or any attempt to disable or circumvent the school unit's filtering/blocking technology;
12. Failing to report a breach of computer security to the Technology Department/building administrator;
13. Using school computers, networks and Internet services after such access has been denied or revoked; and
14. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other policies or school rules, or refusing to return computer equipment issued to the employee upon request.

**F. No Expectation of Privacy**

The **Biddeford School Department's** 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 and other system users. Employees shall have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

**G. 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.

**H. Employee Responsibility to Supervise Student Computer Use**

Employees who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers and staff members are expected to be familiar with the school unit's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees become aware of a student violation, they are expected to stop the activity and inform the building administrator.

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

The employee is responsible for compensating the school unit for any losses, costs or damages incurred by the school unit for violations of Biddeford School Department 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.

Cross Reference: GCSA – Employee Computer and Internet Use

Adopted: April 10, 2007