

EMPLOYEE COMPUTER AND INTERNET USE

The **Biddeford School Department's** computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

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 this policy and the accompanying rules, or any other policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Compliance with the school unit's policies and 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 uses of the school unit's computers will also result in referral to law enforcement.

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 including email by employees. Employees have no expectation of privacy in their use of school computers.

The policy will be available on the school website. Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, and via email.

The Superintendent 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 Biddeford School Department policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules
IJNDB – Student Internet & Appropriate Use
EGAD – Copyright Compliance

Adopted: April 10, 2007