

## **EMPLOYEE COMPUTER AND INTERNET USE**

MSAD 11 computers, networks, and Internet access are provided to support the educational mission of the schools and to enhance 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 district computers, network, and Internet services are provided for purposes related to school programs and operations, and performance of their job duties. 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 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.

Employees may be allowed to use privately owned computers at school with prior authorization (authorization will require the employee to provide the school all information necessary on privately owned computers, including hardware addresses, for the school to monitor, review and have access to the employee's use of school computer services) provided that they comply with this policy and all related rules.

Compliance with the school district's policies and rules concerning computer use is mandatory. Any employee who violates this policy and/or any rules governing use of the district's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the district's computers will also result in referral to law enforcement authorities.

All MSAD 11 computers and school computer services remain under the control, custody, and supervision of the district at all times. The district reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, staff trainings and/or other means selected by the Superintendent.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules. Additional administrative procedures/rules governing the day-to-day management and operations of the district's computer system may be implemented with Board policy and rules. The Superintendent may delegate specific responsibilities to the Director of Technology, building principals, and others as deemed appropriate.

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

Adopted:            January 9, 1997

Revised: June 22, 2000; June 3, 2004; February 1, 2007; August 4, 2011; March 7, 2019;  
January 4, 2024