

**REGIONAL SCHOOL UNIT No. 67**

**EMPLOYEE COMPUTER AND INTERNET USE**

The R.S.U. No. 67 Board of Directors provides computers, networks and Internet to support the educational mission of the schools and to enhance the curriculum and learning opportunities for learners and school staff. This policy and the accompanying rules also apply to other school devices issued directly to staff (such as laptops and iPads), whether in use at school or off school premises.

**1. Personal Use of School Computers**

District computers/devices, 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/devices 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/device use is mandatory. An employee who violates this policy and/or any rules governing use of R.S.U. No. 67's computers/devices may be subject to disciplinary action, up to and including termination. Illegal uses of the district's computers/devices may also result in referral to law enforcement authorities.

**3. Filtering Technology**

R.S.U. No. 67 utilizes filtering technology designed to block materials ~~that are~~ obscene or harmful to minors and child pornography.

**4. No Right to Privacy**

R.S.U. No. 67 computers/devices remain under the control, custody and supervision of the district at all times. R.S.U. No. 67 reserves the right to monitor all district owned computer/device and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices, network and Internet services.

**5. Notification of Policy and Rules**

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Employees shall be informed of this policy and the accompanying rules by completion of the employee's annual training requirements.

**6. Implementation and Rules**

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 district's 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: GBEB – Staff Conduct with Learners  
GCSA-R - Employee Computer and Internet Use Rules  
IJNDB - Learner Computer/Device and Internet Use Rules  
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Adopted: December 4, 2002

Revised: October 17, 2007; April 6, 2011; March 2, 2016