

EMPLOYEE COMPUTER AND INTERNET USE

- 1.0 The Scarborough School Department's computers, network and Internet access are provided to support the educational mission of the schools. This policy applies to and includes all electronic devices.
- 2.0 Employees are allowed to use privately-owned computers at school, provided that they comply with this policy and the accompanying regulations. Privately owned computers will not be allowed on the network.
- 3.0 Personal Use of School Computers
 - 3.1. School Department computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities.
 - 3.2. Incidental personal use of school computers is permitted as long as such use:
 - 3.2.a. Does not in any way interfere with an employee's job responsibilities and performance;
 - 3.2.b. Does not interfere with system operations or other system users; and
 - 3.2.c. Does not violate this policy and the accompanying regulations, or any other Board policy/procedure or school rules.
 - 3.2.d. "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.
- 4.0 Policy and Regulations are Mandatory
 - 4.1. Compliance with this policy and the accompanying regulations concerning computer use is mandatory. An employee who violates this policy and/or any regulations governing use of the School Department's computers shall be subject to disciplinary action up to and including termination. Illegal use of the School Department's computers will also result in referral to law enforcement.
- 5.0 No Right To Privacy
 - 5.1. All Scarborough School Department computers remain under the control, custody and supervision of the School Department at all times. The School Department reserves the right to monitor all computer and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers, network and Internet services.
 - 5.2. In addition employees have no expectations of privacy in their use of privately owned computers while at school facilities.

6.0 Notification of Policy and Regulations

- 6.1. Employees shall be informed of this policy and the accompanying regulations through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.
- 6.2. Before an employee is authorized to have a network account, the employee must sign and return the Computer/Internet Use Acknowledgement Form. The signed form will be retained in the employee's file.

7.0 Implementation and Regulations

- 7.1. The Superintendent or his/her designee is responsible for implementing this policy and the accompanying regulations. Additional administrative procedures or school regulations governing the day-to-day management and operations of the school's computer system may be implemented, consistent with Board policies and regulations

8.0 Implementation

- 8.1. Administrators shall be responsible for annually informing all staff and volunteers about the expectations of employee use of computers and the Internet.

Cross Reference: GCSA-R - Employee Computer and Internet Use Regulations
IJNDB - Student Computer and Internet Use
EGAD - Copyright Compliance

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