M.S.A.D. NO. 75
EMPLOYEE COMPUTER AND INTERNET USE

M.S.A.D. No. 75'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.

If employees wish to use privately-owned computers at school, they must get prior authorization and comply with this policy and existing rules.

District computers, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers if 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 Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for ***occasional*** personal communications.

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

M.S.A.D. No. 75 computers 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, computer start-up page and/or other means selected by the Superintendent.

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 District's computer system may be implemented, consistent with Board 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 Computer and Internet Use
EGAD – Copyright Compliance

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