

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Employee Computer/Computing Device and Internet Use

Maine School Administrative District No. 33 desktop computers, laptops, tablet devices, handheld devices, and mobile devices, hereinafter referred to as computers/computing devices, 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/computing devices issued directly to staff, whether in use at school or off school premises.

School unit computers/computing devices, 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/computing devices 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 Board 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/computing device 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/computing devices will also result in referral to law enforcement.

Maine School Administrative District No 33 computers/computing devices remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all computer/computing device and Internet activity by employees. Employees have no expectation of privacy in their use of school computers/computing devices.

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 school unit'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: EGAD – Copyright Compliance
GCSA-R – Employee Computer/Computing Device and Internet Use Rules
IJNDB – Student Computer/Computing Device and Internet Use and Internet Safety

History:	Adopted	Meeting #729	December 9, 1999
	Revised	Meeting #746	December 6, 2000
	Revised	Meeting #917	July 9, 2012