

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33

EMPLOYEE/VOLUNTEER COMPUTER AND INTERNET USE

The MSAD No. 33 provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Any employee/volunteer who violates this policy and/or any rules governing use of the school district=s computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school district=s computers will also result in referral to law enforcement authorities.

All MSAD No. 33 computers remain under the control, custody and supervision of the school district. The school district reserves the right to monitor all computer and Internet activity by employees/volunteers. Employees/volunteers have no expectation of privacy in their use of school computers.

Employees are to utilize the school district=s computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee=s job duties and performance, with system operation or other system users. AIncidental personal use@ is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Each employee/volunteer authorized to access the school district=s computers, networks and Internet services is required to sign an acknowledgment form (**GCSA-E**) stating that they have read this policy and the accompanying rules. The acknowledgment form will be retained in the employee=s/volunteer=s personnel file.

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 school 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: GCSA-R Employee/Volunteer Computer and Internet Use Rules
IJNDB Student Computer and Internet Use
IJNDB-R Student Computer and Internet Use Rules

Approved by the Board
on 12/09/1999
Mtg. # 729

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