

EMPLOYEE COMPUTER AND INTERNET USE

Cape Elizabeth School District's computers, network 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.

1. Personal Use of School Computers

School unit computers, 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 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 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 use of the school unit's computers will also result in referral to law enforcement.

3. No Right to Privacy

Cape Elizabeth School District's computers remain under the control, custody and supervision of the school unit at all times. The school unit 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.

4. Notification of Policy and Rules

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.

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5. Implementation and Rules

The Superintendent or his/her designee 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 Cape Elizabeth School District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator, building administrators and others as he/she deems appropriate.

6. Privately Owned Computers

Employees are allowed to use privately-owned computers at school with prior authorization from the building administration and the Technology Coordinator, provided that they comply with this policy and the accompanying rules.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules
GBEB – Staff Conduct with Students
IJNDB – Student Computer and Internet Use
EGAD – Copyright Compliance

ADOPTED: January 10, 2006

Revised: _____