

**EMPLOYEE COMPUTER AND INTERNET USE**

**Cape Elizabeth School District's** (hereafter the 'School' or 'School District') computers, network and Internet access (hereafter the 'School Computer Services') 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 school computers as well as school provided servers and/or and Internet activity services by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers, and/or school computer services network and Internet services. In addition, the school shall have the right to monitor, review and have access to employee's use of school computer services even when utilized through privately owned computers of employees, and employees agree they have no expectation of privacy regarding such services.

**EMPLOYEE COMPUTER AND INTERNET USE**

**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.

**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, (authorization will require the employee to provide the school all information necessary on privately-owned computers, including MAC addresses, for the school to monitor, review and have access to employee's use of school computer services) provided that they comply with this policy and all related 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: \_\_\_\_\_