

EMPLOYEE COMPUTER AND INTERNET USE REGULATIONS

- 1.0 Each employee is responsible for his/her actions and activities involving School Department computers, network and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidelines concerning the use of the School Department's computers and examples of prohibited uses. The regulations do not attempt to describe every possible prohibited activity by employees. Employees who have questions regarding whether a particular activity or use is prohibited are encouraged to contact a building administrator or other appropriate administrator.
- 2.0 Compliance with policy GCSA and these regulations concerning computer use is mandatory. An employee who violates these regulations governing use of the School Department's computers shall be subject to disciplinary action up to and including termination. Illegal uses of the School Department's computers will also result in referral to law enforcement authorities.
- 3.0 Access to School Computers and Acceptable Use
 - 3.1 Employees are to utilize the School Department's computers, networks, and Internet services for school-related purposes and performance of job duties. The level of employee access to School Department computers, networks, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the School Department computers and network is strictly prohibited.
 - 3.2 All Board policies, school rules regulations and expectations for professional conduct and communications apply when employees are acting as an agent of the school and/or using the School Department's computers, network, and Internet services, whether in use at school or off school premises.
- 4.0 Prohibited Use:
 - 4.1 Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:
 - 4.1.a Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures or school regulations, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws or software licenses, etc. The School Department assumes no responsibilities for illegal activities of employees while using school computers or acting as an agent of the school.
 - 4.1.b Any attempt to access known unauthorized web sites or any attempt to disable or circumvent the School Department's filtering/blocking technology.

- 4.1.c Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
- 4.1.d Any inappropriate communications with students or minors (see Policy GBEB).
- 4.1.e Any use for private financial, or commercial, advertising or solicitation purposes.
- 4.1.f Any use as a forum for communicating with other school users or outside parties to solicit, proselytize, advocate, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building or other appropriate administrator.
- 4.1.g Any communication that represents an employee's personal views as those of the School Department or that could be misinterpreted as such.
- 4.1.h Downloading or loading software or applications without permission from the system administrator.
- 4.1.i Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses.
- 4.1.j Sending mass e-mails or posting to the Intranet/Internet to school users or outside parties for non-school purposes.
- 4.1.k Any malicious use, damage or disruption of the School Department's computers, networks, and Internet services; or breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
- 4.1.l Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these regulations or other Board policies or school regulations, or refusing to return computer equipment issued to the employee upon request.

5.0 Disclosure of Confidentiality of Information:

- 5.1 Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

6.0 Employee/Volunteer Responsibility to Supervise Student Computer Use

6.1 Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the School Department's policies and rules concerning student computer use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and required to inform the building or other appropriate administrator.

7.0 Compensation for Losses, Costs and/or Damages

7.1 An employee is responsible for compensating the School Department for any losses, costs or damages incurred by the School Department for violations of Board policies and regulations while the employee is using School Department computers, including the cost of investigating such violations.

8.0 The School Department assumes no responsibility for any unauthorized charges or costs incurred by an employee while using School Department computers.

9.0 Additional Regulations for Use of Privately Owned Computers or Other Electronic Devices by Employee

9.1 The employee is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.

9.2 The School Department is not responsible for damage, loss or theft of any privately-owned computer.

9.3 Employees are required to comply with all Board policies/procedures and school rules while using privately-owned computers at school.

9.4 Employees have no expectation of privacy in their use of a privately-owned computer while it is being used at school. The contents of the computer may be searched in accordance with applicable laws and procedures.

9.5 The School Department may confiscate any privately-owned computer brought to school and used by an employee in school without authorization as required by these regulations.

Cross-Reference: GCSA - Employee Computer and Internet Use

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