

Code: GCSA-R

**MOUNT DESERT ISLAND REGIONAL HIGH SCHOOL
EMPLOYEE COMPUTER AND INTERNET USE RULES**

The intent of these Board-level rules is to provide employees with general requirements for utilizing Union 98's computers, networks and Internet services. The Board rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator.

A. Access to Union 98 Computers, Networks and Internet Services

The level of access that employees have to School Union 98 computers, networks and Internet services is based upon specific employee job requirements and needs.

B. Acceptable Use

Employee access to School Union 98 computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with School Union 98's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of School Union 98's computers, networks and Internet services.

C. Prohibited Use

The employee is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;

3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium 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. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
6. Any communication that represents personal views as those of School Union 98 or that could be misinterpreted as such;
7. Any malicious use or disruption of School Union 98's computers, networks and Internet services or breach of security features;
8. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
9. Failing to report a known breach of computer security to the system administrator;
10. Using School Union 98 computers, networks and Internet services after such access has been denied or revoked; and
11. Any attempt to delete, erase or otherwise conceal any information stored on a School Union 98 computer that violates these rules.

D. No Expectation of Privacy

School Union 98 retains control, custody and supervision of all computers, networks and Internet services owned or leased by School Union 98. School Union 98 reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

E. Confidentiality of Information

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

F. Staff Responsibilities to Students

Teachers, staff members and volunteers who utilize School Union 98 computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with School Union 98's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

G. School Union 98 Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

School Union 98 assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Failure to comply with Board policy GCSA, these rules and /or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of School Union 98's computers will also result in referral to law enforcement authorities.

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