

## **Employee Digital Device and Internet Use**

RSU 40's computers, network and Internet services are provided to support the educational mission of the schools. This policy and the accompanying procedure also apply to other school devices issued directly to staff (such as laptops and iPads), whether in use at school or off school premises. Employees are provided the use of school computers/devices to fulfill their job responsibilities. An employee who wishes to use a privately-owned computer in school for school purposes must complete an Employee Request to Use Privately-Owned Computer/Device form and follow the procedure described in policy GCSA-R (F). A privately-owned computer/device used at school without authorization may be temporarily confiscated.

### **Personal Use of School Computers**

School unit computers/devices, 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/devices 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 procedure, or any other Board policy/procedure or school procedures. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with their job responsibilities.

### **Policy and Procedure are Mandatory**

Compliance with this policy and the accompanying procedure concerning computers/devices, network, and Internet services use is mandatory. An employee who violates this policy and/or any procedures governing use of the school unit's computers/devices, network, and/or Internet services will be subject to disciplinary action, up to and including termination. Illegal use of the school unit's computers/devices, network, and/or Internet services will also result in referral to law enforcement.

### **Filtering Technology**

RSU 40 utilizes filtering technology designed to block materials that are obscene, pornographic, sexually explicit, sexually suggestive, or harmful to minors.

### **No Right to Privacy**

RSU 40 computers/devices, networks, and Internet service remain under the control, custody and supervision of the RSU 40 at all times. RSU 40 reserves the right to monitor all computer/device and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices,

network and Internet services.

**Notification of Policy and procedures**

Employees will be informed of this policy and the accompanying procedure through handbooks, computer start-up page and/or other means selected by the Superintendent.

**Implementation and procedures**

The Superintendent/designee is responsible for implementing this policy and the accompanying procedure. Additional administrative procedures or school procedures governing the day-to-day management and operations of RSU 40's computers/devices and network may be implemented, consistent with Board policies and procedures.

Cross Reference:     GCSA-R – Employee Digital Device and Internet Use Procedure  
                          GBEB – Staff Conduct with Students  
                          IJNDB/IJNDB-R – Student Digital Device and Internet Use/Procedure  
                          EGAD/EGAD-R – Copyright Compliance

*This is a required policy.*

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