

**ISLESBORO CENTRAL SCHOOL
EMPLOYEE COMPUTER AND INTERNET USE**

Islesboro Central School provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or any rules governing use of the school's computers will be subject to disciplinary action, up to and including discharge. Illegal use of the school's computers will also result in referral to law enforcement authorities.

All Islesboro Central School computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

EMPLOYEE COMPUTER AND INTERNET USE RULES

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.

Failure to comply with 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 the school unit's computers will also result in referral to law enforcement authorities.

- Access to School Computers, Networks and Internet Services

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

- Acceptable Use

Employee access to the school computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the school's educational mission, curriculum and instructional goals.

General rules and expectations for professional behavior and communication apply to use of the school's computers and networks and Internet services.

- Prohibited Use
 - Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties;
 - The employee is responsible for his/her actions and activities involving school computers, networks and Internet services, and for his/her computer files, passwords and accounts.
 - Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws.
 - Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
 - Any inappropriate communications with students or minors;
 - Any use for private financial gain, or commercial, advertising or solicitation purposes;
 - 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; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or other families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the principal.
 - Any malicious use or disruption of the school unit's computers, networks and Internet services or breach of security features;
 - Any misuse or damage to the school's computer equipment;

- Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
 - Failing to report a known breach of computer security to the system administrator;
 - Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.
- The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school 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.
- 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.
- Staff Responsibilities to Students
 - Teachers, staff members and volunteers who utilize school 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 the school'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.
- Islesboro Central School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use.
 - The school unit 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.
- Employee Acknowledgment
 - Each employee authorized to access the school's computers, networks and Internet services is required to sign an acknowledgment stating that they have

read the policy and rules. The acknowledgment for will be retained in the employee's personnel file.