

Policy GCSA – Employee and Volunteer Use of Computers, Electronic Devices, School Network and the Internet

The West Bath School Administrative Unit's (WBSAU) computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules apply to all school devices used by staff and volunteers (such as laptops and iPads), whether in use at school or off school premises.

Employees and volunteers are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

1. Personal Use of School Computers

Employees and volunteers may only utilize school unit computers/devices, network and Internet services for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's and volunteer's job duties and performance, with system operations or other system users.

2. Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning computer/device use is mandatory. Any employee/volunteer who violates this policy and/or any rules governing use of the school unit's computers/devices will be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's computers/devices will also result in referral to law enforcement.

3. Filtering Technology

The WBSAU utilizes filtering technology designed to block materials that are obscene, harmful to minors, or includes child pornography.

4. No Right to Privacy

The WBSAU's computers/devices remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all school devices and Internet activity by employees and volunteers, whether on or off school premises. Employees and volunteers have no expectation of privacy in their use of school computers/devices, network and Internet services. These same provisions extend to personal devices connected to the WBSAU network and Internet.

5. Notification of Policy and Rules

Employees and volunteers shall be informed of this policy and the accompanying rules through handbooks, computer start-up page and/or other means selected by the Superintendent. Each employee/volunteer authorized to access the school unit's computers, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read this

policy and the accompanying rules. The acknowledgment form will be retained in the employee's and volunteer's personnel file.

6. 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 school unit's computers/devices and network may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Director and others as he/she deems appropriate.

Cross Reference:

GCSA-R - Employee and Volunteer Computer/Device and Internet Use Rules

GCSA-E – Employee and Volunteer Computer/Device and Internet Use Acknowledgement Form

IJNDB – Student Use of School-Issued Computers/Devices and the Internet

IJNDB-R - Student Computer/Device and Internet Use Rules

EGAD – Copyright Compliance

EGAD-R – Copyright Compliance – Administrative Procedure

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