EMPLOYEE COMPUTER AND INTERNET USE RULES

All employees are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit’s computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or other appropriate administrator.

Failure to comply with this policy 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 may also result in referral to law enforcement authorities.

Access to School Computers and Acceptable Use

The level of access that employees have to school unit computers, networks and Internet services is based upon specific employee job requirements and needs. Unauthorized access to secure areas of the school unit’s computers and network is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the school unit’s computers, network and Internet services, whether in use at school or off school premises.

Prohibited Uses

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 policy GCSA and/or other Board policies/procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws or software licenses; etc. The school unit assumes no responsibility for illegal activities of employees while using school computers.
2. Any attempt to access unauthorized web sites or any attempt to disable or circumvent the school unit’s filtering /blocking technology.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any inappropriate communications with students or minors for non-school related purposes.
5. Any use for private financial gain, commercial, advertising or solicitation purposes;
6. 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 principal or other appropriate administrator.

7. Any communication that represents personal views as those of the school unit or that could be misinterpreted as such.
8. Sending mass e-mails to school users or outside parties for any purposes without the permission of the system administrator or other designated administrator.
9. Any malicious use, damage or disruption of the school unit's computers, networks and Internet services; any 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).
10. Any misuse or damage to the school unit's computer equipment;
11. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

Disclosures of Confidential Information

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

Employee/volunteer Responsibility to Supervise Student Computer Use

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 unit's policies and rules concerning student computer use. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the building administrator.

Compensation for Losses, Costs and/or Damages

An employee is responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of board policies and school rules while the employee is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers.

Cross Reference: GCSA – Employee Computer and Internet Use

DATE ADOPTED: June 17, 2010