

EMPLOYEE COMPUTER INTERNET AND ELECTRONIC USE RULES

These rules implement Board policy GCSA (Employee Computer, Internet and Electronic Device Use). Each employee is responsible for his/her actions and activities involving school unit computers, networks, Internet services and other electronic device use, and for his/her 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 the Technology Coordinator/Administrator.

A. Consequences for Violation of Computer Use Policy and Rules

Failure to comply with Board policy GCSA, these rules, and/or other procedures or rules governing computer and other electronic device use may result in disciplinary action, up to and including discharge. Illegal use of the school unit's computers will also result in referral to law enforcement authorities.

B. Access to School Computers, Networks, and Internet Services

The level of employee access to school unit computers, networks, Internet services and electronic devices is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers networks and electronic devices is strictly prohibited.

C. Acceptable Use

The School District's computers, networks, Internet services and electronic device usage are provided to employees for administrative, educational, communication, and research purposes consistent with the school unit's educational mission, curriculum, and instructional goals. All Board policies, school rules, and expectations for professional conduct and communication apply when employees are using the school unit's computers, networks, Internet services and electronic devices.

D. Personal Use

School unit computers, network, electronic devices and Internet services are provided 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: (1) does not interfere with the 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 rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications only.

E. Prohibited Uses

The user is responsible for his/her actions and activities involving school unit computers, networks, Internet services and other electronic device used on the school premises, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following: FROM STUDENT POLICY

1. Any use that is illegal or which violates other Board policies, procedures, or school rules, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.; The school unit assumes no responsibility for illegal activities of employees while using school computers.
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 email 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 their families for non-school purposes. 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 the school unit or that could be misinterpreted as such;
7. 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 school unit assumes no responsibility for illegal software copying by employees.
8. Sending mass emails to school users or outside parties for school or non-school purposes without the permission of the Technology Coordinator/Administrator or building administrator.
9. Any malicious use or disruption of the school unit's computers, networks, and Internet services; any breach of security features; 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 and other electronic devices, including opening or forwarding email attachments (executable files) from unknown sources and/or that may contain viruses;
11. Any attempt to access unauthorized sites or any attempt to disable or circumvent the school unit's filtering/blocking technology;
12. Failing to report a breach of computer security to the system administrator;
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Using school computers, networks, Internet services, and electronic devices after such access has been denied or revoked; and
15. 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.

F. No Expectation of Privacy

The School District's computers, networks, Internet services and other electronic devices remain under the control, custody, and supervision of the

school unit at all times. The school unit 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 email messages and stored files, and Internet access logs.

G. Disclosure 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.

H. Employee/Volunteer Responsibility to Supervise Student Computer and Electronic Device Use

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

I. Compensation for Losses, Costs and/or Damages

The employee shall be 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, and electronic devices, 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.

J. Acknowledgement

Prior to use of Computers, Internet and other electronic devices, employees shall sign and return the Employee Computer, Internet and Electronic device Acknowledgement form GSA-E. Indicating they understand and intend to follow this policy.

Cross Reference: GCSA - Employee Computer, Internet and Electronic Device Use
GCSA-E - Employee Computer, Internet and Electronic device Acknowledgement
IJNDB - Student Computer, Internet, and Electronic Device Use
IJNDB-R – Student Computer, Internet, and Electronic Device Use Rules

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**EMPLOYEE COMPUTER, INTERNET AND ELECTRONIC USE
ACKNOWLEDGMENT FORM**

No employee shall be allowed to use school computers Internet and other electronic devices until he/she has signed and returned this acknowledgment.

I have read policy GCSA – Employee Computer and Internet Use and GCSA-R – Employee Computer, Internet and Electronic Device Use Rules and understand their terms and conditions.

Signature

Date