

**MILLINOCKET SCHOOL BOARD POLICY
EMPLOYEE COMPUTER/DEVICE AND INTERNET USE RULES**

Each employee is responsible for their actions and activities involving the Millinocket School Department's computers/devices, networks, Internet services and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the the Millinocket School Department's computers/devices, network and Internet services, 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. Access to school Computers/Devices and Acceptable Use

The level of employee access to the Millinocket School Department's computer/devices, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the Millinocket School Department's computers/devices, network and Internet services is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the Millinocket School Department's computers/devices, network and Internet services, whether in use at school or off school premises.

B. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures, or school rules. This includes harassing, discriminatory, threatening or bullying communications and behavior; violations of copyright laws or software licenses; etc.; The Millinocket School Department assumes no responsibility for illegal activities of employees while using school computers/devices, network and/or Internet services.
2. Any attempt to access unauthorized websites or any attempt to disable or circumvent the Millinocket School Department's filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with their building administrator.
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 communications with students or minors for non-school related purposes.
5. Downloading “apps” or using or encouraging students to use other online educational services without prior authorization from the Technology Coordinator or building administrator.
6. Any use for private financial commercial, advertising, or solicitation purposes.
7. Emails or other messages to groups of school employees (except in the performance of duties as school employees) without authorization from the building administrator or Superintendent. Prohibited uses of the Millinocket School Department’s communication systems also include but are not necessarily limited to:
 - a. Solicitation of membership in any non-school sponsored organization.
 - b. Advocacy or expression by or on behalf of individuals or non-school sponsored organizations or associations.
 - c. Political or religious purposes.
 - d. Raising funds for non-school sponsored purposes, whether profit-making or not-for-profit.
 - e. Selling articles or services of any kind, advertising or promoting any kind of business.
 - f. Any communications that represent an employee’s views as those of the Millinocket School Department or that could be misinterpreted as such.
8. Sending mass emails or messages to school users or outside parties for any purpose without the permission of the Technology Coordinator/Administrator or building administrator.
9. Sharing passwords or other login information (except with authorized school employees); using other users’ passwords and/or login information; accessing or using other users’ accounts; or attempting to circumvent network security systems.
10. Any malicious use, damage or disruption of the Millinocket School Department’s computers/devices, networks and Internet services; any breach of security features; any failure to report a security breach; or misuse of any computer passwords or accounts.
11. Any attempt to delete, erase, or otherwise conceal any information stored on a school computer/device that violates these rules or other Board policies or school rules, or refusing to return computer/devices equipment issued to the employee upon request.
12. Failure to comply with the Millinocket School Department’s record retention requirements for electronic records.

C. 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, and is not disclosed, used or disseminated without proper authorization.

D. Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

1. Employees and volunteers who use school computers/devices with students for instructional purposes have a duty of care to supervise such use and to enforce the Millinocket School Department's policies and rules concerning student use. When, in the course of their duties, employees or volunteers become aware of a student violation of policies or rules, or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.
2. Any authorized student use of interactive electronic communications must be closely monitored.

E. Compensation for Losses, Costs and/or Damages

The employee shall be responsible for compensating the Millinocket School Department for any losses, costs or damages incurred by the Millinocket School Department for violations of Board policies and school rules while the employee is using the Millinocket School Department computers/devices, network and Internet services, including the cost of investigating such violations. The Millinocket School Department assumes no responsibility for any unauthorized charges or costs incurred by an employee while using the Millinocket School Department computers/devices.

Cross Reference: GCSA - Employee Computer, Internet and Electronic Device Use
GCSA-E - Employee Computer, Internet and Electronic device
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