

**MILLINOCKET SCHOOL BOARD POLICY
EMPLOYEE USE OF SCHOOL-ISSUED COMPUTER, DEVICES AND THE
INTERNET**

The Millinocket School Department's computers, network and Internet services, including third-party services like G Suite for Education and Zoom, are provided to support the educational mission of the schools. These rules provide general guidance concerning the use of the school unit's computers/devices, network and Internet services (including third-party services like Google G Suite and Zoom) and examples of prohibited use.

A. Personal Use of School Computers

The Millinocket School Department's computers/devices, network, and Internet services are provided for purposes related to school programs and operations, and performance of employee's job responsibilities. Incidental personal use of school computers/devices 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 which do not interfere or conflict with their job responsibilities.

B. Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning the Millinocket School Department's computers/devices, network and Internet services use is mandatory. An employee who violates this policy and/or any rules governing use of the Millinocket School Department's computers/devices, network and/or Internet services shall be subject to disciplinary action, up to and including termination. Illegal uses of the Millinocket School Department's computers/devices, network and/or Internet services will also result in referral to law enforcement.

C. Filtering Technology

The Millinocket School Department utilizes filtering technology designed to block materials that are obscene or harmful to minors and child pornography.

D. No Right to Privacy

The Millinocket School Department's computers/devices, networks and Internet services remain under the control, custody, and supervision of the Millinocket School Department at all times. The Millinocket School Department reserves the right to monitor all computer/devices and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices, network and Internet services.

E. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through handbooks, employee training, the school website, distribution of policy and/or other means selected by the Superintendent.

F. Implementation and Rules

The Superintendent/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 Millinocket School Department's computers,/devices and network may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator/Administrator and others as deemed appropriate.

Cross Reference: EGAD/EGAD-R – Copyright Compliance
GCSA-R – Employee Computer and Internet Use Rules
GBEB – Staff Conduct with Students
IJNDB/IJNDB-R – Student Computer and Internet Use

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