

**CODE: GCSA**

## **EMPLOYEE COMPUTER AND INTERNET USE**

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Kittery School Department's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises. The employee shall assume full responsibility for the care and use of the equipment at all times. Staff members will be required to pay for any damages to or replacement of the equipment caused by their own negligence. Employees are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

### **1. Personal Use of School Computers**

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with an 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 School Committee 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 his/her job responsibilities.

### **2. Policy and Rules are Mandatory**

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

### **3. Filtering Technology**

The Kittery School Department utilizes filtering technology designed to block materials that are obscene or harmful to minors including, but not limited to child pornography.

### **4. No Right to Privacy**

Kittery School Department computers 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, whether on or off school premises. Employees have no expectation of privacy in their use of school computers, network and Internet services.

**5. Notification of Policy and Rules**

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

**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 computer system may be implemented, consistent with School Committee policies and rules.

**7. Acknowledgement**

Each employee authorized to access Kittery School Department's computers, networks and Internet services is required to sign an annual acknowledgement form stating that they have read this policy and the accompanying rules. This acknowledgement form will be retained in the employee's personnel file.

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Cross Reference: GCSA-R – Employee Computer and Internet Use Rules  
IJNDB– Student Computer and Internet Use  
EGAD – Copyright Compliance

Adopted: October 4, 2005 (GBE)  
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