

Section G: Personnel

GCSA Employee Computer and Internet Use

Mid-Coast School of Technology's computers, networks and Internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

Employees are allowed to use privately-owned computers at school with prior authorization only, provided that they comply with this policy and the accompanying rules (GCSA-R).

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 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 which do not interfere or conflict with his/her job responsibilities.

2. Policy and Rules are Mandatory

Compliance with the school unit's policies and 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, network or other technology will also result in referral to law enforcement.

3. No Right to Privacy

Mid-Coast School of Technology's 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. Employees have no expectation of privacy in their use of school computers, network and Internet services.

4. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Director. It should be understood that it is the employee's responsibility to read and understand these policies and rules annually.

5. Implementation and Rules

The Director 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 Board policies and rules. The Director may delegate specific responsibilities to the Computer Systems Manager and others as he/she deems appropriate.

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

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