

EMPLOYEE COMPUTER AND INTERNET USE RULES

Each employee is responsible for his/her actions and activities involving school unit computers, network and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the Windham Raymond School District 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 the Technology Department Administrator.

A. Access to School Computers and Acceptable Use

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

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the District's computers, 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, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws or software licenses; etc. The District assumes no responsibility for illegal activities of employees while using school computers.
2. Any attempt to access unauthorized web sites or any attempt to disable or circumvent the District's filtering/blocking technology.
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. Any use for private, financial, commercial, advertising or solicitation purposes.
6. Any use as a forum for communicating 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. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the Technology Department Administrator.
7. Any communication that represents an employee's personal views as those of the District or that could be misinterpreted as such.

8. Sending mass e-mails to school users or outside parties for any purpose without the permission of the Technology Department Administrator.
9. Any malicious use, damage or disruption of the District's computers, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
10. 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.

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.

D. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the District's policies and rules concerning student computer use. 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 administrator.

E. Compensation for Losses, Costs and/or Damages

An employee is responsible for compensating the District for any losses, costs or damages incurred by the District for violations of Board policies and school rules while the employee is using District computers, including the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers.

F. "Netiquette"

- Be polite
- Do not use vulgar or obscene language
- Use caution when revealing your address or phone number or those of others
- Electronic mail is not guaranteed to be private
- Do not intentionally disrupt the network or other users
- Abide by generally accepted rules of network etiquette (Contact the local supervisor if you have questions.)

G. Security

- If you identify a security problem, notify the system administrator immediately
- Do not show or identify a security problem to other users
- Do not reveal your account password or allow another person to use your account
- Do not use another individual's account
- Attempts to log on as another user will result in cancellation of privileges

- Any user identified as a security risk or having a history of problems with other computer systems may be denied access
- Users must notify the system administrator of any change in account information
- Users may occasionally be required to update registration, password and account information

Cross Reference: GCSA – Employee Computer and Internet Use Policy
 GBEB – Staff Conduct with Students
 IJNDB – Student Computer & Internet Use
 JRA & JRA-E – Student Education Records & Information

First Reading November 17, 2010

Second Reading December 8, 2010