

Employee Digital Device and Internet Use

RSU 40/MSAD 40's digital devices, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to staff, whether in use at school or off school premises.

In order to provide secure and reliable access to the network for educational purposes, privately owned digital devices may not access the school network without prior authorization from the Director of Technology.

The Board acknowledges that incidental personal use may occur and reserves the right to define and enforce the limitations of personal use by employees using the following guidelines: 1) it does not interfere with the employee's job responsibilities and performance; 2) it does not interfere with system operations or other system users; and 3) it does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. Complaints involving the acceptable use of school unit digital devices, network and internet services may be subject to review by the Superintendent, Board and Director of Technology for validity in accordance to the policy and rules.

Compliance with RSU 40/MSAD 40's policies and rules concerning digital device use is mandatory. An employee who violates these policies and/or any rules governing use of the school unit's digital devices shall be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's digital devices will also result in referral to law enforcement.

RSU 40/MSAD 40's digital devices remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all digital devices and Internet activity by employees. Employees shall have no expectation of privacy in their use of school digital devices.

Employees shall be informed of this policy and the accompanying rules by posting to the school website, through distribution to the school and district offices and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or rules governing the day-to-day management and operations of the school unit's digital system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Director of Technology and others as the Superintendent deems appropriate.

Cross Reference: GSCA-R Employee Computer and Internet Use Rules
IJNDB Use of Technology Resources in Instruction
EGAD Copyright Compliance

This is a required policy.

Adopted: October 2, 2008

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