

EMPLOYEE COMPUTER AND INTERNET USE

The Lewiston School Department provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school unit's computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

Any employee who violates this policy and/or any rules governing use of the school unit's computers will be subject to disciplinary action, up to and including discharge. Illegal use of the school unit's computers will also result in referral to law enforcement authorities.

All Lewiston School Department computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activities by employees. Employees have no expectation of privacy in their use of school computers.

Each employee authorized to access the school unit's computers, networks, and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read this policy and the accompanying rules. The acknowledgment form will be retained in the employee's personnel file.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

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

Adopted: June 7, 2000

LEWISTON SCHOOL DEPARTMENT

EMPLOYEE COMPUTER AND INTERNET USE RULES

The intent of these School Committee-level rules is to provide employees with general requirements for utilizing the school unit's computers, networks, and Internet services. The School Committee rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator.

Failure to comply with School Committee policy GCSA, these rules, and/or other established procedures or rules governing computer use may result in disciplinary action up to and including discharge. Illegal use of the school unit's computers will also result in referral to law enforcement authority.

A. Access to School Computers, Networks, and Internet Services

The level of access that employees have to school unit computers, networks, and Internet services is based upon specific employee job requirements and needs.

B. Acceptable Use

Employee access to the school unit's computers, networks, and Internet services is provided for administrative, educational, communication, and research purposes consistent with the school unit's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to use of the school unit's computers, networks, and Internet services.

Employees are to utilize the school unit's computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

C. Prohibited Use

The employee is responsible for his/her actions and activities involving school unit computers, networks, and Internet services and for his/her computer files, passwords, and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other School Committee policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising, or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium 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 for profit or not for profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or other appropriate administrator.
6. Any communication that represents personal views as those of the school unit or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the system administrator;
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;

9. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator.
10. Any malicious use or disruption of the school unit's computer, networks and Internet services or breach of security features;
11. Any misuse or damage of the school unit's computer equipment;
12. Misuse of the computer passwords or accounts (employee or other users);
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Failure to report a known breach of computer security to the system administrator;
16. Using school computers, networks, and Internet services after such access has been denied or revoked; and
17. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

D. No Expectation of Privacy

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

E. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

F. Staff Responsibilities to Students

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the school unit's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building administrator.

G. Compensation for Losses, Costs, and/or Damages

The employee shall be responsible for any losses, costs, or damages incurred by the school unit related to violations of policy GCSA and/or these rules.

H. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

I. Employee Acknowledgment Required

Each employee authorized to access the school unit's computers, networks, and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read policy GCSA and these rules. The acknowledgment form will be retained in the employee's personnel file.

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

6/00

LewNet (Email) Registration Form for Employees & Employee Computer and Internet Use Acknowledgment Form

Please clearly print this information:

First Name _____ Last Name _____

School/Building _____ Position _____

Home phone _____

I have read and agree to abide by the Lewiston School Department's Employee Computer and Internet Use Rules (policy GCSA). I understand that failure to comply with the rules specified in this policy and/or other established procedures or rules governing computer use may result in disciplinary action up to and including discharge. I further understand that illegal use of the school department's computers will also result in referral to law enforcement authority.

Signature _____ Date _____

Send this registration form to the LewNet Systems Operator at LRTC through interschool mail. Plan on about 48 hours for processing.

You will receive a welcome letter through interschool mail when your account is active. If there are questions not answered in that letter, please feel free to call the LewNet Systems Operator at 795-4144, ext. 318.

• For Office Use Only	• For Office Use Only	• For Office Use Only	• For Office Use Only	•
Date received _____	Date email account created _____	By (initials) _____		
Welcome letter needed <input type="checkbox"/>	Date Welcome letter sent _____			

Approved by Superintendent, September 2000

LEWISTON SCHOOL DEPARTMENT