

# GCSA - EMPLOYEE COMPUTER AND INTERNET USE

## EMPLOYEE COMPUTER AND INTERNET USE

As used herein, the term "Computer(s)" refers to any desktop, laptop, or other mobile computing device, including cellular phone, owned or issued by the Cape Elizabeth School Department (CESD) to any employee for school and/or home use. The term "Privately-Owned Computer(s)" refers to any privately-owned desktop, laptop, or other mobile computing device, including cellular phones. The term "Computer Services" refers to the School Department's network or Internet connections used to access school or Internet-based information.

The CESD provides computers and computer services 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 apply to the use of the computers and computer services whether in use at school or off school premises. Staff are allowed to use privately owned computers at school, provided that they comply with this policy and the related rules and policies.

School district 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 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 their job responsibilities.

Compliance with the CESD's policies and rules concerning computers and computer services use are mandatory. An employee who violates these policies and rules may be subject to disciplinary action, up to and including termination. Such violations of the school district's computer may also result in referral to law enforcement and/or legal action.

CESD computers remain under the control, custody, and supervision of the school district at all times. The school district shall have the right to monitor, review, and have access to all computers and information concerning the use of computer services by staff, whether those computer services have been accessed on or off school grounds. Staff have no expectation of privacy in their use of school computers and/or computer services, whether they are used on or off school property.

The Superintendent or the Superintendent's 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 district's computer services may be implemented by the Superintendent may delegate specific responsibilities to the Technology Coordinator, building principals and others, as the Superintendent deems appropriate.

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

### Cross Reference:

- GCSA-R - Employee Computer and Internet Use Rules
- GBEBB - Staff Conduct with Students
- IJNDB - Student Computer and Internet Use
- EGAD - Copyright Compliance

Adopted:

- January 10, 2006

Revised:

- February 8, 2011
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- May 9, 2023

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