EMPLOYEE COMPUTER and INTERNET USE ACKNOWLEDGEMENT FORM

No employee shall be allowed to use school computers or the Internet until the employee has signed and returned this acknowledgement to the school.

Employee:

I have read policy GCSA -- Employee Computer and Internet Use and GCSA-R -- Employee Computer and Internet Use Rules and agree to comply with them.

_____   _____

Signature of Employee   Date

Employee Computer and Internet Use Rules

The intent of these Board-level rules is to provide employees with general requirements for utilizing the Gorham School Department's computers, networks, and Internet services. The Board 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 Board 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 uses of the Gorham School Department computers will also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

The level of access that employees have to Gorham School Department computers, networks and Internet access is based upon specific employee job requirements and needs.

B. Acceptable Use

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

Employees are to utilize the Gorham School Department's computers, networks and Internet services for school-related puroses 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 Gorham School Department 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 Board 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 individually or non-school sponsored organization; to solicit membership in or support for any non-school sponsored purpose, whether profit or non-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 no-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator;
6. Any communication that represents personal views as those of the Gorham School Department 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 related purposes without the permission of the system administrator, building principal or superintendent of schools.
10. Any malicious use or disruption of the Gorham School Department's computers, networks and Internet services or breach of security features;
11. Any misuse or damage to the Gorham School Department's computers, networks and Internet services;
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 know breach of computer security to the system administrator;
16. Using school computer, 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 Gorham School Department retains control, sustody and supervision of all computers, networks and Internet services owned or leased by the department. The Gorham School Department reserves the right to monitor all computers and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of the 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 computer 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 Gorham School Department'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 and/or damages incurred by the Gorham School Department related to violations of policy GCSA and/or these rules.

H. Gorham School Department assumes no responsibility for unauthorized charges, costs, or illegal use.

The Gorham School Department 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 Gorham School Department's computers, networks and Internet services is required to sign an acknowledgement form (GCSA-E) stating that they have read the policy GCSA and these rules. The acknowledgment form will be retained in the employees personnel file.

Cross Reference: GCSA – Employee Computer and Internet Use

IJNDB – Student Computer and Internet Use
IJNDB-R – Student Computer and Internet Use Rules

Employee Computer and Internet Use

The Gorham 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 department'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.

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

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

Each employee authorized to access the school department'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 Board 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 department's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Cross Ref.   GCSA-R - Employee Computer and Internet Use Rules
                IJNDB - Student Computer and Internet Use
                IJNDB-R - Student Computer and Internet Use Rules