

EMPLOYEE COMPUTER AND INTERNET USE

Employee access to computers, networks, and Internet services is provided by the Brunswick School Department primarily in order to support and enhance the course of instruction that has been adopted for use in the school department. Access to computers, networks, and Internet services is also provided to facilitate the smooth and orderly operation as well as management of the school department's business affairs. The Brunswick School Department encourages all employees to develop facility with this technology.

All Brunswick School Department computers remain under the control, custody and supervision of the school department. It is the responsibility of employees to limit use of school department computers, networks and internet services to those tasks that support and/or enhance the course of instruction and effective management of the school department. Given the insecure nature of electronic communications, all employees are reminded and encouraged to exercise appropriate caution and discretion concerning matters of a confidential nature.

Use of school department computers, networks, and Internet services for non-school purposes is permitted so long as such use does not interfere with any employee's job duties and/or performance. Such non-school use must be consistent with standards of appropriate employee conduct. Employee use of school department computers, networks and/or Internet services for non-school purposes shall comply with all applicable laws and Brunswick School Department policies, regulations, procedures and standards. The school department reserves the right to monitor all computer and Internet activity by employees. Therefore, employees are reminded that there is no expectation of privacy in their use of school computers, networks and/or Internet services.

Each employee is entitled to access and utilize the Brunswick School Department's computers, networks, and Internet services only with authorization. Brunswick School Department computer, network and internet services authorization shall be granted to any employee who provides written statement acknowledging that this policy and the Regulations for Employee Computer and Internet Use have been read and understood by the employee. This signed acknowledgment shall be retained in the employee's personnel file.

The Superintendent shall be responsible for the administration of compliance with this policy in a manner consistent with applicable employment policies and negotiated agreements. Any employee who violates this policy and/or its regulations governing the use of the school department's computers will be subject to appropriate disciplinary action, and possible referral to law enforcement authorities. The Superintendent may also develop additional administrative regulations and/or procedures governing the day-to-day management and operations of the school department's computer system.

Cross-Reference: *File: GCSA-R "Regulations for Employee Computer and Internet Use"*
 File: IJNDB "Student Computer and Internet Use"
 File: IJNDB-R "Regulations for Student Computer and Internet Use"
 File: EGAD "Copyright Compliance"
 File: IJJ "Selection of Textbook and Educational Material"

Statutory Reference: *Public Law 96-517-76*
 Public Law 94-553

Adopted: *4/12/00*