

EMPLOYEE AND VOLUNTEER COMPUTER AND INTERNET USE

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

Employees/volunteers are to utilize the school'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 and volunteer'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/volunteers are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

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

All school computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activity by employees and volunteers. Employees and volunteers have no expectation of privacy in their use of school computers or personal computers on the school unit's network.

Each employee/volunteer authorized to access the school'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 and volunteer's personnel file.

The Executive Director 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 Executive Director 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 Board's policy/rules. The Executive Director may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Upon ending employment, employees/volunteers may retain e-mail access for no more than 30 days without the Executive Director's permission.

Cross Reference: GCSA-R - Employee and Volunteer Computer and Internet Use Rules
 IJNDB - Student Computer and Internet Use
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Adopted: 9/12/2012