

The East Kingston School District's computers, electronic devices, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to computers or other electronic devices issued directly to staff, whether in use at school or off school premises. Any reference to computers in this policy shall include any/all electronic devices, network, and Internet.

### Personal Use of School Computers

School District computers 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, any other Board policy/procedure or school rules, or any state or federal laws.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications, research or training purposes, which do not interfere or conflict with his/her job responsibilities.

### No Right to Privacy

The School District's computers remain under the control, custody and supervision of the School District at all times. The School District reserves the right to monitor all computer and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers

### Notification of Policy and Rules

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

### Policy Implementation and Rules

An employee who violates this policy and/or rules governing use of the School District's computers shall be subject to disciplinary action, up to and including termination. Illegal use of the School District's computers also will result in referral to law enforcement.

The Superintendent or his/her 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 system may be implemented, consistent with Board policies and rules.

Appendix Reference: GCSA-R – Employee Computer and Internet Use Rules; GBEB – Staff Conduct with Students; IJNDB – Student Computer and Internet Use; EGAD – Copyright Compliance

Date Adopted: January 9, 2012

Last Review/Revision Date: May 31, 2017