

EMPLOYEE COMPUTER AND INTERNET USE

The Wells-Ogunquit Community School District provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning.

Employees are to utilize the District'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 Wells-Ogunquit Community School District's computers will be subject to disciplinary action, up to and including discharge. Illegal use of the District's computers will also result in referral to law enforcement authorities.

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

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee 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 District's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.