

**POLICY COMMITTEE MEETING**  
**JULY 17, 2017**  
**CENTRAL OFFICE – LIBRARY**  
**4:30 PM**

**AGENDA**

**COMMITTEE MEMBERS:**

N. Carlow	J. Moses
R. Deakin	M. Nadeau
A. Dube	

- Attendance
- Elect New Chair
- Elect Vice Chair
- BEHS Student Handbook
- BEA – School Board Use of Electronic Mail
- GCSA – Employee Computer and Internet Use
- GCSA-R – Employee Computer and Internet Use – Administrative Procedure

Next Meeting: August 21, 2017

**MSAD 6**

## SCHOOL BOARD USE OF ELECTRONIC MAIL

Use of electronic mail (email) by MSAD 6 School Board members should conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using email in the conduct of Board responsibilities:

- A. Board members will not use email as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. Board members should be aware that email (personal and District issue) and email attachments received or prepared for use in Board business or containing information relating to Board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. Board members should not reference confidential information about employees, students or other matters in email communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

Legal Reference: 1 MRSA § 401 et seq.  
20-A MRSA § 6001-6002  
20 USC § 1232g

Cross Reference: BCA – Board Member Code of Ethics  
GCSA – Employee Computer and Internet Use  
JRA - Student Educational Records

First Reading: June 15, 2015  
Adopted: July 13, 2015  
Reviewed:  
Revised:

## **Employee Computer and Internet Use**

MSAD 6 computers/devices, networks, and Internet access are provided to support the educational mission of the schools. This policy and the accompanying procedures also apply to computers/devices issued directly to staff, whether in use at school or off school premises. Employees are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying procedure.

### **1. Personal Use of School Computers**

MSAD 6 computers/devices, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers/devices is permitted as long as such use:

- a. Does not interfere with an employee's job responsibilities and performance,
- b. Does not interfere with system operations or other system users; and
- c. Does not violate this policy and the accompanying procedure, or any other Board policy/procedure. "Incidental personal use" is defined as use by an individual employee for occasional personal communication which does not interfere or conflict with his/her job responsibilities.

### **2. Policy and Rules are Mandatory**

Compliance with this policy and the accompanying rules concerning computer/device use is mandatory. An employee who violates this policy and/or any rules governing use of MSAD 6 computers/devices will be subject to disciplinary action, up to and including termination. Illegal uses of MSAD 6 computers/devices will also result in referral to law enforcement authorities.

### **3. No Right to Privacy**

All MSAD 6 computers/devices remain under the control, custody, and supervision of the district. MSAD 6 reserves the right to monitor all computer/device and Internet activity by employees whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices, network and Internet services. This also applies to privately-owned computer/devices being used on the school's network.

Cross Reference: GCSA-R - Employee Computer and Internet Use Rules  
IJNDB - Student Computer and Internet Use and Internet Safety  
IJNDB -R - Student Computer and Internet Use and Internet Safety  
Administrative Procedures

ADOPTED: July 16, 2001  
REVIEWED: July 15, 2002, October 29, 2013  
REVISED: August 19, 2002, November 19, 2012

## EMPLOYEE COMPUTER AND INTERNET USE

**[School unit name]** computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops, I-pads, tablets and other devices issued directly to staff, whether they are used at school or off school premises.

### OPTION ONE

Employees may only utilize the school unit computers, network, and Internet services for purposes related to school programs and operations and performance of their job responsibilities. School unit computers, network, and Internet services may not be used for personal purposes.

OR:

### OPTION TWO

School unit computers, network, and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: (1) does not interfere with the 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, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Compliance with the school unit's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's computers will also result in referral to law enforcement.

**[School unit name]** computers remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent. [Note: This paragraph can be modified to reflect the practice of the local school unit.]

The Superintendent 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 unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Cross Reference: EGAD – Copyright Compliance  
GCSA-R – Employee Computer and Internet Use Rules  
IJNDB – Student Computer and Internet Use

**PLEASE NOTE** MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

**Employee Computer and Internet Use – Administrative Procedure**

Each employee is responsible for his/her actions and activities involving MSAD 6 computers/devices, network and Internet services, and for his/her computer/device files, passwords and accounts. These rules provide general guidance concerning the use of the district's computers/devices and examples of prohibited uses. The procedures do not attempt to describe every possible prohibited activities by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Director.

A. Access to School Computers/Devices, and Acceptable Use

The level of employee access to MSAD 6 computers/Devices, network, and Internet services is based upon specific employee job requirements and needs. Unauthorized access to secure areas of MSAD 6 computers/devices and network is strictly prohibited. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using MSAD 6 computers/devices, network and Internet services, whether in use at school or off school premises.

B. Employee access to the MSAD 6 technology, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the MSAD 6's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the MSAD's technology, networks and Internet services.

Employees are to utilize the MSAD 6's technology, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school technology 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 purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, rules and laws.

B. Prohibited Use

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies, procedures or school rules including harassing, discriminatory, or threatening communications and behavior; violations of copyright laws, or software licenses; etc. MSAD 6 assumes no responsibility for illegal activities of employees while using school computers/devices.
2. Any attempt to access unauthorized web sties or any attempt to disable or circumvent MSAD 6's filtering/blocking technologies.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any inappropriate communications with students or minors for non-school related purposes.
5. Any use for private business, or commercial, advertising or solicitation purposes.
6. Any use as a forum for communicating with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or the Technology Director.
7. Any communication that represents an employee's personal views as those of MSAD 6 or that could be misinterpreted as such;
8. Sending mass e-mails to school users or outside parties for any purpose without the permission of the Technology Director or building administrator.
9. Any malicious use, damage or disruption of the MSAD 6's computers/devices, network, and Internet services or any breach of security features; any failure to report a security breach; or misuse of computer/device passwords or accounts (the employee's or those of other users).



10. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that you know to contain viruses.
11. Any misuse or damage to the MSAD 6 technology equipment.
12. Misuse of the technology – sharing passwords, hacking account access, or allowing others to view student information. This is not intended to be a comprehensive list of potential violations.
13. Using school technology, networks and Internet services after such access has been denied or revoked.
14. Any attempt to delete, erase or otherwise conceal any information stored on school technology that violates these rules.

C. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

D. Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

Employees and volunteers who use school computers/devices for instructional purposes have a duty of care to supervise such use and to enforce MSAD 6 policies and procedure concerning student computer/device use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building administrator.

E. Compensation for Losses, Costs and/or Damages

The employee will be responsible for any losses, costs or damages incurred by MSAD 6.

F. MSAD 6 Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

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MSAD 6 assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, electronic

payment services, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations.

E. Disciplinary Action Related to Losses, Costs and/or Damages

Progressive discipline will be applied as outlined in Collective Bargaining Unit Agreements. For non-bargaining unit employees, progressive discipline will be applied starting with a verbal reprimand up to and including termination.

F. Additional Rules for Use of Privately-Owned Computers/Devices by Employees

1. Use of a personal computer/device may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on the district's network or staff would be unreasonable, or if the Technology Department determines that said device does not meet minimum required standards.
2. The employee is responsible for proper care of his/her privately-owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer/device at school. Privately-owned computers/devices must have current virus protection.
3. MSAD 6 is not responsible for damage, loss or theft of any privately-owned computer/device.
4. Employees are required to comply with all Board policies/procedures and school rules while using privately-owned computers/devices at school.
5. Employees have no expectation of privacy in their use of a privately-owned computer/device while it is being used at school. The contents of the computer/device may be searched in accordance with applicable laws and policies.
6. MSAD 6 may confiscate any privately-owned computer/device brought to school and used by an employee in school, *with or without* authorization as required by these rules.

Cross Reference: GCSA - Employee Computer and Internet Use  
IJNDB - Student Computer and Internet Use and Internet Safety  
IJNDB-R - Student Computer and Internet Use and Internet Safety  
Administrative Procedure

Effective: June 17, 2002

Revised: November 19, 2012, December 2, 2013

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