

The Exeter School District's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

Personal Use of School Computers

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

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

SAU16 computers remain under the control, custody and supervision of the School District at all times. The School District reserves the right to monitor all District owned electronic devices, computer and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers, network and Internet services.

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.

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

Date Adopted: November 9, 2010

Revision Dates:

Last Review Date: November 9, 2010

Policy Origination: NSBA/NEPN