

SEDGWICK SCHOOL COMMITTEE

POLICY NUMBER: 7.10

Adopted: 7/20/00, 11/20/07

Revised: 12/18/18

EMPLOYEE COMPUTER AND INTERNET USE

1. The Sedgwick 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. The Committee believes that the resources available through the Internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that the Committee establish reasonable controls for lawful, efficient and appropriate use of this technology.
2. Employees shall utilize Sedgwick School 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. Internet surfing for personal interests and gaming during regular school or work hours is inappropriate.
3. Any employee who violates this policy and/or any rules governing use of the school's computer shall be subject to disciplinary action, up to and including discharge. Illegal uses of computers on school premises will also result in referral to law enforcement authorities.
4. All Sedgwick School computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all employee use of school computers and the Internet. Employees should have no expectation of privacy in their use of school computers.
5. Each employee authorized to access the school's computers, networks and Internet services, shall be required to sign an acknowledgement form stating that the employee has read this policy and other published school rules. The acknowledgement form will be retained in the employee's personnel file.
6. The Superintendent shall be responsible for overseeing the implementation of this policy. The Superintendent shall direct the development of additional administrative procedures/rules governing the day-to-day management, operation and supervision of the Sedgwick School's computer systems consistent with this policy. The Principal shall be responsible for supervising the use of school computers by employees and visitors at school who have been authorized to use school computers or the school's internet access.

Reference: Student Computer and Internet Use Policy 6.08

Sedgwick School Employee and Community Computer and Internet Use Rules