

**EMPLOYEE ELECTRONIC DEVICE AND INTERNET USE**

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The Bangor School Department provides electronic devices, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunity for students and school staff.

Employees are to utilize School Department electronic devices, networks and Internet services for school related purposes and performance of job duties. Incidental personal use of school electronic devices 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 School Department electronic devices will be subject to disciplinary action, up to and including discharge. Illegal uses of School Department electronic devices, network or Internet services will also result in referral to law enforcement authorities.

All Bangor School Department electronic devices remain under the control, custody and supervision of the School Department. The School Department reserves the right to monitor all computer, network and Internet activities by employees. Employees have no expectation of privacy in their use of school electronic devices, networks or Internet services.

Each employee authorized to access School Department electronic devices, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read this policy and the accompanying rules. The acknowledgment form will be retained in the employee's personnel file.

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 this policy or rules. The Superintendent may develop additional administrative procedures or rules governing the day-to-day management and operations of the School Department's computer systems as long as they are consistent with the School Committee's policies and rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Cross-Reference:       GCSA-R - Employee Electronic Device and Internet Use Rules  
                              IJNDB - Student Computer and Internet Use  
                              IJNDB-R - Student Computer and Internet Use Rules

ADOPTED:     September 3, 2002  
REVISED:     July 30, 2014  
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