

GCSA-E
Approved: 4/1/96
Amended: 4/9/12

HERMON SCHOOL DEPARTMENT

Employee Acceptable Electronic Services Use Policy

The Hermon School Committee recognizes that telecommunications and other new technologies are changing the ways that information may be accessed, communicated and transferred by members of society and that those changes may also alter instruction and student learning. Telecommunications, electric information sources and network services significantly change the information landscape for schools by opening classrooms to a broader array of resources. When such materials are used in accordance with school-adopted policies, they provide an opportunity to support and enrich curriculum while taking into account the varied instructional needs, learning styles, abilities and development levels of the students. Employees are encouraged to use school computers and access the Internet in accordance with this policy.

1. Acceptable Use: Employees shall be permitted to use the school computers and the Internet for educational research and school centered activities. All use of the Internet must be work related and in accordance with the conduct and demeanor expected of employees of the Hermon School Department. Activities that are specifically prohibited include but are not limited to the following:

- violation of state or federal laws, including laws on copyright;
- posting, transmitting or receiving pornography, obscene or sexually explicit materials;
- posting or transmitting defamatory statements about others;
and
- any and all commercial use, including advertising or selling of products or services and purchasing goods and services without School Committee approval.

2. **Consequences for Violations:** Employees who violate any of the provisions of this policy or the conduct and demeanor expected of all employees shall be subject to discipline in accordance with respective collective bargaining agreements if applicable.

3. Privilege: The use of the Internet system is a privilege and not a right. In addition to employee discipline, inappropriate use of school computers and the network will result in a cancellation of an employee's privilege to access the Internet. The school may monitor an employee's use of the Internet, and employees do not have an expectation of privacy for their use.
4. Software: In order to protect against computer viruses and vandalism, no employee is permitted to load or use any of his/her own software on the school computers.
5. Privacy of Minors: Faculty are not allowed to use, disclose or disseminate any personal identification information regarding minors without the express written approval of the guardians except to other employees of the School Department for work related purposes.
6. The School Committee will not be held liable for:
 - Information stored on school diskettes, hard drives or servers;
 - Information retrieved through school computers, networks, or online sources;
 - Personal property used to access school computers, networks, or online sources; and
 - Unauthorized financial obligations resulting from use of school resources and accounts to access the Internet.

I have read the Employee Acceptable Electronic Services Use Policy, and I understand and will abide by its terms. I further understand that any violation of the policy may result in access privileges being revoked, disciplinary action, and appropriate legal action.

Date

Signature of Employee

Name (please print)

