

Code: GCSA  
Adopted: 4/1/96  
Revised: 3/20/06

Hermon School Department

### **Employee Computer and Internet Use**

The Hermon School Department provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the School Department's 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.

Any employee who violates this policy and/or any rules governing use of the School Department computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the School Department's computers will also result in referral to law enforcement authorities.

All School Department computers remain under the control, custody and supervision of the School Department. The School Department reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.