

Superintendent File: GBEE

EMPLOYEE COMPUTER AND INTERNET USE

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

Employees are to utilize the District'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 District's computers may be subject to disciplinary action, up to and including dismissal. Illegal uses of the District's computers will also result in referral to law enforcement authorities.

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

Each employee authorized to access the District's computers, networks, and Internet services is required to sign an acknowledgement form stating that he or she has read this policy and the accompanying rules. The acknowledgement 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. The Superintendent or designee may develop additional administrative procedures or rules governing the day-to-day management and operations of the District's computer system. The Superintendent may delegate specific responsibilities to building principals and others as deemed appropriate.

Adopted: May 7, 2002

Repealed by the Board and re-enacted by the Superintendent: August 5, 2003

CROSS REFS.:

GBEE-R, Employee Computer and Internet Use Rules

GBEE-E, Computer Network and Internet Consent/Acknowledgement Form

Douglas County School District Re. 1, Castle Rock, Colorado