

**STAFF COMPUTER AND INTERNET USE PROCEDURES**

The use of the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) computers and the internet is a privilege, not a right. The Executive Director and administration will enforce the following administrative procedures. Although some specific examples of prohibited use are stated, these administrative procedures do not attempt to state all required or proscribed behaviors. The Executive Director shall make all decisions regarding whether or not a staff member using computers or the internet has violated these procedures and determine whether an individual may be subject to revocation of computer and internet privileges and/or potential disciplinary action.

Terms and Conditions

I. Acceptable Use

Access to computers and the Internet is provided for work related educational purposes and research consistent within the individual employee job responsibilities and assignment.

All staff wishing to access the internet through MECDHH/GBSD must sign a form acknowledging that they have received and read the Staff Computer and Internet Use Procedures.

II. Unacceptable Use

Staff are responsible for their actions and activities involving the use of computers and the Internet. Examples of prohibited conduct include, but are not limited to, the following:

A. Accessing, downloading, transmitting or posting material or communications that are:

1. damaging to another's reputation,
2. abusive
3. obscene
4. threatening
5. contrary to the school's policy on harassment
6. harassing, or
7. illegal; including
  - a. violation of copyright or other contracts
  - b. violation of any U.S. or State laws or regulations

- B. copying or downloading copyrighted material without the owner's permission, except when the copying is a "Fair Use" under the copyright laws;
- C. using the Internet for private financial or commercial gain or unauthorized private or commercial advertising, as well as any kind of solicitation;
- D. wastefully using resources;
- E. using any software having the purpose of damaging the school's system or other user's system;
- F. gaining unauthorized access to resources or entities;
- G. using another user's account or password;
- H. posting material created by others without their consent;
- I. posting anonymous messages;
- J. forging of electronic mail messages
- K. attempting to read, delete, copy or modify the electronic mail of other users and deliberately interfering with the ability of other users to send/receive electronic mail; and
- L. posting of political materials or using the internet for political purposes;

### III. Compensation

Staff shall compensate MECDHH/GBSD for any costs, telephone charges or damages incurred by MECDHH/GBSD relating to or arising out of that staff person's violation of the Staff Computer and Internet Use Procedures.

### IV. Vandalism

Vandalism will result in cancellation of privileges and/or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy any equipment, materials data. This includes, but is not limited to, the uploading or creation of computer viruses.

### V. Telephone Charges

MECDHH/GBSD assumes no responsibility for any unauthorized charges or fees including, but not limited to, long distance charges, per minute surcharges and/or equipment or line costs.

### VI. Monitoring of Communications

Staff have no right to privacy when using MECDHH/GBSD computers and internet access. By using MECDHH/GBSD computers and internet access, all staff consent to monitoring of any and all

communications they transmit, receive or store on MECDHH/GBSD computers.

Finally, MECDHH/GBSD makes no assurances of any kind, whether expressed or implied, regarding any computer or internet services provided. MECDHH/GBSD will not be responsible for any damages a staff member suffers. Use of any information obtained via the internet is at the staff's own risk. GBSD specifically denies any responsibility for the accuracy or quality of information or software obtained from the internet.

**Adopted: March 11, 1999**

**Edited for school name and administrator title: January 2014**