

Hermon School Department

Employee Computer and Internet Use Rules

The intent of these Hermon School Committee-level rules is to provide employees with general requirements for utilizing the Hermon School Department computers, networks and Internet services. The School Committee rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator or designee.

Failure to comply with School Committee policy GCSA, these rules and/or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the School Department's computers will also result in referral to law enforcement agencies.

A. Access to School Computers, Networks and Integrated Services

The level of access that employees have to School Department computers, networks and Internet services is based upon specific employee job requirement and needs.

B. Acceptable Use

Employee access to the School Department's computers, networks and Internet services is provided for administrative, educational Communication and research purposes consistent with the School Department's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of the School Department's computers, networks and Internet services.