

Employee Technology Acceptable Use Policy

The Acton Public Schools and Acton-Boxborough Regional School District (the “school”) provides and maintains sophisticated computer systems to support both the delivery of education and for the administration of the school’s operation. These computer systems (which encompass not only desktop workstations and laptops but also internal networks, servers, and access to outside networks including the Internet) are essential to the success of the school and must be kept in working order.

Acceptable Use

The school is committed to behavior with the Internet and other technologies which is legal, ethical, responsible, and considerate of others. The school makes every attempt to protect students and staff by whatever means are available and appropriate. However, the school is not liable for the actions of its users. The users assume full liability, financial or otherwise, for their actions.

The Superintendent or designee shall develop and implement regulations, procedures, and user agreements, consistent with the purposes and mission of the school as well as with law and policy governing copyright. These will be developed for both staff and students.

Expectation of Privacy

Employees of the school should not have an expectation of privacy with respect to information stored on the school’s computer systems, even information that is protected by a password. This includes information and files stored on network-based file servers as well as information stored on individual hard drives. This encompasses all applications and programs including, but not limited to, word processing and electronic mail. The school reserves the right to inspect and disclose the contents of any information stored on its systems, networks, or equipment, including email messages when it has a legitimate need as determined by the Superintendent or designee.

Questions

For questions with respect to this policy or its application, please contact the Superintendent or his/her designee.

Approved: March 29, 2007 by the Acton & Acton-Boxborough Regional School Committees