

PERSONNEL

Employee Electronic Services

The District provides technology including but not limited to: computers, devices, networks, and Internet access to support the educational mission of the District and to enhance the curriculum and learning opportunities for District students and staff.

Employees are to utilize the District's computers, devices, networks and Internet services for District related purposes and performance of job duties. Incidental personal use of District technology 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 that does not interfere with district operations or increase costs to the district. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

General examples of *unacceptable* uses that are prohibited include, but are not limited to the following:

1. Any use that is illegal or in violation of other policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain or commercial advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school purpose, whether profit or non-profit;
6. Knowingly providing school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor;
7. Expressing personal views in a way that the recipients would consider them to be the views of the school and/or district.
8. Any use of unauthorized, personal networking hardware; connecting unauthorized devices, for example; printers, wireless access points, network switches or routers, to the district's network;
9. Downloading or loading of software applications without permission;

10. Opening and forwarding any e-mail attachments (executable files) from unknown sources that may contain viruses;
11. Sending or facilitating mass e-mails to school users or outside parties for school or non-school purposes without a supervisor's permission;
12. Any misuse or damage to the District's technology and/or computer equipment; and
13. Misuse of computer passwords or accounts, including providing personal passwords; to others;

The employee is responsible for his/her actions and activities involving district devices, network and Internet services, and for his/her computer files, passwords and accounts. The District retains control, custody and supervision of all computers, devices, networks, and Internet services owned or leased by the District. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers or devices, including all electronic communication, and stored files.

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Teachers, staff members and volunteers who utilize District computers or other devices for instructional purposes with students have a duty of care to supervise such use. Teachers, staff and volunteers are expected to be familiar with the District's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

Employees shall be responsible for any losses, costs or damages incurred by the District related to violations of this policy and/or rules.

The District assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use on its computers or other devices.

Legal References:

Cross References:

Policy History:

Adopted on: 8.11.2015

Revised on: