

No Privacy Expectation

All of the District's automated and technology systems, including electronic mail, voice mail, Internet access and electronic storage systems are District property. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages.** Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials.

Computers Owned by the District

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. Employees are not to allow unauthorized persons access to District computer equipment whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer. All software must be installed by the information technology department. Individual employees shall not download software, including screen savers. All software installed on District computers must be installed in the District's software inventory. The information technology department will catalog software and file all licensing agreements.
- Passwords need to be kept secure in a discreet location.

E-mail Usage Policy

Use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is prohibited.

Unauthorized use of another user's name/account to access e-mail or the Internet is prohibited.

Internet Usage

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for non-business purposes that are approved by the administration. Employees are expected to access only educationally appropriate sites. The District has the ability and reserves the right to review records of use of the Internet.

The District will not be responsible for maintaining or payment of personal Internet accounts.

Employees must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

Inappropriate Uses of Internet and/or E-mail

The District prohibits the inappropriate uses of the Internet (including e-mail), including, but not limited to, the following:

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that improperly disparage the products or services of other entities.
- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, accessing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server or gain unauthorized access to another's systems or materials.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

Employees' e-mail/Internet access and other use of the District's information technology systems may be monitored at any time, without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate discharge, depending upon the seriousness of the violation.

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