Administrative Regulation

TECHNOLOGY PRIVACY

All District Technology Resources (as defined in Board Policy 4612) are the Board's property and are intended to be used primarily for business purposes. The Board retains the right to access and review all Information Resources, including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

District Technology Resources are to be used only for business and educational purposes.

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Because District Technology Resources are to be used primarily for business and educational purposes, staff members are encouraged to keep their personal records and personal business at home. Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

District Technology Resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if files/e-mail/voice mail constitutes a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Assistant Superintendent of Human Resources have the authority to search and access information electronically.

All District Technology Resources and District Information Resources are the property of the Board.

ADMINISTRATIVE REGULATION

Approved: August 15, 2017