

**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

The Board of Education will provide staff with access to various computerized (digital) information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic/digital/multimedia communication systems. This may include access to wired and wireless intranet and internet services. It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the education world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements and rights of privacy created by federal and state law.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications may be utilized to share confidential information about students or other employees. All staff will be informed that such communication is subject to the Freedom of Information Law.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

# POLICY

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Personnel

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## **Privacy Rights**

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. By directive of the Superintendent or designee, the Computer Network Operators may access all such files and communications without prior notice to ensure

system integrity and that users are complying with requirements of this policy and accompanying regulations. All staff will be informed that any network activity and information stored on the DCS are NOT private.

## **Implementation**

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

NOTE: Refer also to Policy #8271 – Children’s Internet Protection Act: Internet Content Filtering/Safety Policy

**Date of Adoption: May 17, 2011**