

## **EMPLOYEE TECHNOLOGY USE**

Employees may have access to the District's technology system, which includes computers, computer networks, electronic mail systems, voice mail systems, telephone systems, facsimile machines, surveillance systems and the Internet. The purpose of these systems is to enhance job performance on day-to-day assignments and to facilitate effective business communications.

### Property of the District, No Expectation of Privacy

All aspects of the technology system are the District's property. Use of the District's technology system is not guaranteed to be private. The District has access to the entire technology system and maintains the right to access or monitor, consistent with the current law, all documents, messages or information created on, with or transmitted over the system, including e-mail and Internet usage, without notice to the users.

The District, consistent with the current law, can review all such documents, messages, or information. All users should expect routine maintenance and monitoring of the District's technology system may lead to the discovery of a violation of this policy or the law.

The District may use or collect any aspect of the technology system in order to provide updates, to keep the technology in good working order or for other reasons. This actually may include collecting technology tools such as cell phones or laptop computers on a regular basis.

### Use of the Technology System

The District emphasizes to all users that access to the technology system is a privilege not a right; and the user will be held responsible for his/her actions on the technology system. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution under those laws, as well as appropriate discipline regarding employment, up to and including termination of employment.

1. The District technology system shall be used in a responsible, efficient, ethical, and legal manner, and all users shall abide by the District's policies and procedures. The technology system is to be used primarily for school business purposes. However, employees are permitted to use the technology system for incidental personal use and/or communications provided that such use shall not interfere with or conflict with District business, and such use does not occur during student contact time. Employees shall exercise good judgment regarding the reasonableness of personal use and are required to keep their personal records and personal business at home (including but not limited to personal school coursework, tax or bank documents, home business records, home photos, etc.). Employees may be required to provide reimbursement to the District for excessive personal use of District technology, i.e., personal telephone calls.
2. Employees accessing the technology system are identifiable as employees of the District. As such, all employees must act as representatives of the District and conduct themselves appropriately. Employees may not use the District's technology system in an offensive, harassing, illegal, or defamatory manner. The District prohibits the use of the system to send, maintain, or store, offensive or improper messages such as derogatory messages about other employees, Board members, or District practices. In addition, the District prohibits the use of the technology system in any way that could be construed as anti-social, threatening, harassment or disparagement of others.

3. The District prohibits use of “all users”, “all school” or other mass electronic mailings in the electronic mail system unless there is a legitimate business reason to do so. Legitimate business reasons include information directly related to the employee’s position within the district, positive culture building, or other messages of such importance. Legitimate business reasons do not include outside solicitations, messages in violation of a Board policy, jokes, chain e-mails, or messages that are derogatory toward students, other employees, Board members or District practices.
4. Employees may not improperly disclose confidential District information and/or materials, nor disclose personal information regarding another employee via the technology system. Nor may employees use the system to solicit for commercial activities, religious, or political causes, outside organizations or other non-District related matters without prior authorization. Employees may not use the technology system for illegal activities or purposes.
5. Employees may not load, save, download, or otherwise install software on technology without approval from the Director of Technology or designee.
6. Employees shall not use any aspect of the technology system to communicate with students, except for legitimate school-related purposes. This limitation does not apply to close family members such as a staff-parent and student-child.
7. Employees shall not use technology to access/use copyrighted materials in an inappropriate manner, online gambling sites, pornography, materials harmful to minors, obscene materials and/or similar materials.
8. Employees may not access proxy websites or any other means to bypass District web filters.
9. Employees shall not allow others, including students, to have access to a computer while a staff member is still logged in to the network.
10. Employees must adhere to all other Board policies in relation to use of District technology.

#### No Liability of the District

Because access to the Internet provides connections to other computer networks located all over the world, users should understand that the District does not control the content of information available on such networks. The District is not responsible for the accuracy, quality, or appropriateness of the information obtained through the Internet and makes no warranties of any kind, either expressed or implied, that the information or services provided by or through the Internet will be error-free.

Anyone using the District’s technology system should take note that the District will not be responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District technology system, or the accuracy or quality of information received over the Internet. Copyright infringement including the duplication of software, is a violation of the law and Board policy.

#### Filtering System and Investigations

The District uses a filtering system to limit employee access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree,

involves high risk activities. The District reserves the right to block sites that do not enhance educational activities or development.

The District will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the District's technology system. In the event that there is an allegation that an employee has violated the District's policy, an investigation will ensue with the possible end result being that technology privileges may be withdrawn from users who do not respect the rights of others and who do not abide by established District policy. Consequences may extend to and include possible termination of employment. Specific disciplinary actions will be tailored to meet the specific concerns related to the violation, as well as local, state and federal law.

All employees should be aware that their work related and personal computer files may be subject to public inspection and copying under the Wisconsin Open Records Law.

Adoption Date: 9/15/10

LEGAL REF.: Federal Copyright Law, 17 USC 101, et. seq.

Children's Internet Protection Act, 20 U.S.C. 6301, et. seq.

Wisconsin Statutes Sections

Chapter 19 (Wisconsin Open Records Law)

118.001 (Duties and powers of school boards)

120.12 (School board duties)

120.13 (School board powers)

943.70 (Computer crimes)

947.0125 (Unlawful use of computerized communication systems)