

POLICY

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Personnel

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter). 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.

Staff use of the DCS is conditioned upon an electronic acknowledgement of the agreement upon login that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS.

Generally, the same standards of responsible 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.

This policy does not attempt to articulate all required and/or responsible 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 and use as well as proscribed behavior.

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 protected by federal and state law.

Social Media Use by Employees

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the school district community which do not fall within the District's electronic technology network (e.g., Facebook, SnapChat, Instagram, Twitter, Linked In, blog sites, etc.). The definition of District approved password protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use (e.g., Blackboard, Schoology, etc.).

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. Personal use of these media during district time or on district owned equipment is prohibited. Personal use of social media shall not be used to

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SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES, (Cont'd)

conduct official school business. In addition, employees are encouraged to maintain the highest levels of professionalism when communicating, whether using District devices or their own personal devices, in their professional capacity as educators. Employees have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Privacy Rights

Digital data files and electronic storage areas shall remain District property, subject to District control and inspection. The Superintendent/designee may review files, communications and Internet history (including electronic mail) to insure that users are using the system responsibly. Information stored on the district network is not private. Digitally stored files on the District network should only be for educational purposes.

NOTE: Refer also to Policy #8271 --Children's Internet Protection Act: Internet Content Filtering/Safety Policy
#6410--Use of Email in the School District
Adopted 8/26/14
Amended 12/20/16