

## *Staff Telecommunications*

### Purpose

It is Board Policy that the use of information and telecommunications resources accessed through the District's system of telecommunications will be legal, in adherence with standards of the District and the community, and be primarily for educational purposes consistent with the curricular goals of the District.

### Definitions

The term "educational purpose" includes use of the system for planning lessons and classroom activities, professional or career development, limited high-quality self-discovery activities, and administrative applications.

"Network Services" refers to the District's system of telecommunications, including but not limited to telephone, voicemail, internet, email, and telefacsimile resources and includes all networks and telecommunications systems which are entered via equipment and access lines housed, operated or maintained by or for the District. In addition, this term shall, where appropriate, be applicable to the use of all District information and telecommunications resources, whether connected to an electronic network or operated on a "stand alone" basis, as well as access to information networks and services provided to the user by or through the District, regardless of the location or ownership or the equipment through which a network or service is accessed.

### Guidelines

These guidelines shall apply to all staff users who obtain access privileges.

Accounts for accessing all information and telecommunications resources and electronic networks maintained by or for the District (internal networks), or other networks which may be accessed through the District network, will be provided to users solely for the purpose of aiding education of District students and other purposes authorized by the Board and District administration.

The use of Network Services is a privilege, which may be revoked by the District at any time for abusive conduct or violation of the conditions of this Policy.

Electronic mail (email) accounts, voicemail accounts and other forms of electronic communication provided by or through Network Services are not guaranteed to be private. Network administrators may be authorized to access email, voicemail and other forms of communication at any time, and email software may misdirect messages. Users should be aware of these limitations when corresponding or communicating with others.

Reposting personal communications to public spaces without the original author's prior consent is prohibited. However, messages accessible in public forum may be copied in subsequent communications, as long as proper attribution is given.

Use of the Network Services or its hardware or software components for any activities considered criminal under law is prohibited, including knowledgeable vandalism of, destruction of, tampering with or unauthorized entry into computers, files or software. The District will cooperate fully with local, state and federal officials in any investigation conducted concerning or related to illegal activities of any individuals misusing the District's system.

Staff members will not install software unless the software has been legally obtained and only into the specified, approved computers. Downloading or loading software will require permission of the Network administrator. Technology Staff will remove unlicensed software programs without advance notice to the user who installed the program.

All staff members will acknowledge the Employee User Agreement for Acceptable Use of Technology attached to Regulation 8080: Acceptable Use of Technology and comply with District standards or lose their access privilege. The Technology Department regularly monitors unauthorized access or unlawful activity on District network computers and servers. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the cancellation of the offender's privileges. Appropriate disciplinary action may be taken.

Information placed on any District computer or server is subject to review by authorized District officials and may be deleted without notice.

#### District Limitation of Liability

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through Network Services are error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss or data or interruptions of service. The District is not responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify the District against any damage caused by the user's inappropriate use of the system.

#### Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.

In the event there is an allegation that a staff member has violated the Employee User Agreement for Acceptable Use of Technology, the staff member will be notified of the alleged violation and be given an opportunity to present an explanation.

Disciplinary actions will be tailored to meet specific concerns related to the violation.

All staff members' accounts will be revoked immediately following termination of employment from the District.

#### Monitoring

System users have no privacy expectation in the contents of their personal files on the District system.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Employee User Agreement for Acceptable Use of Technology or the law.

A specific search of an individual's account(s) may be conducted if there is reasonable suspicion that a user has violated the law of the District policies. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

Cross-reference:

Policy and Regulation 8080: Acceptable Use of Technology