

Board Policy Document

EDUCATIONAL PHILOSOPHY

Series 100

Policy Title: Electronic Equipment and Services Usage

Code Number: 181.11

The Board of Education recognizes that all District-owned electronic equipment and services (including computer systems, telephonic services such as facsimile and e-mail) help students and staff work, study, and interact more efficiently. Use of District-owned technology incurs responsibilities. Fundamentally, all usage must comply with all federal, state and local laws, and with all other District policies.

A. Acceptable Usage

1. Any District-directed work or study requiring use of this equipment or service.
2. Any District-related work or study that may benefit by the use of this equipment or service.

B. Limitations to Usage

1. The use of this equipment or services for personal gain or advantage is prohibited.
2. Use of District-owned electronic equipment or services may be monitored by authorized personnel to ensure the District's legitimate business interest in the proper utilization of its property.

First Adoption: January 27, 1998

Revision Adoption: September 23, 2003/June 12, 2006/April 27, 2009

Legal Reference:

Board Policy Document

3. Employees

- a. Employees may not use a security code or access data or retrieve any stored communication other than their own, except where the District has specifically authorized such conduct.
- b. Passwords are unique to each user whose responsibility it is to secure them. At the time of any District employee's resignation or retirement, their passwords must be remanded to the District.

4. Disciplinary Actions

Violations of this policy are subject to disciplinary action, up to and including discharge from employment.

See Board Policies 181.18, 481.12, 581.12, 403.3, and 403.6.

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