

STAFF ACCEPTABLE USE OF TECHNOLOGY AND COMMUNICATION RESOURCES

The District provides staff with access to information technology and communication resources to accomplish its mission of educating students, and use of same shall be carried out in a responsible manner in accordance with established Board policies and rules outlined in the *Employee Handbook*. Among the resources within the scope of this policy and its implementing rules are the following: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications (including email), wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

Users of District information technology and communications resources shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District. The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

The administration shall create and enforce rules for use of information technology and communication resources. Policy or rule violations may result in one or more of the following: (1) restriction of access to District information technology and communication resources; (2) appropriate disciplinary action, up to and including discharge; and (3) referral of the matter to law enforcement authorities. At all times, staff should be aware that use of District resources is a privilege, not a right, and that privilege may be restricted or revoked at any time.

LEGAL REFERENCE:

Wisconsin Statutes

- Sections 19.31 to 19.37 [Wisconsin Public Records Law]
- Sections 19.62 - 19.80 [personal information practices]
- Section 120.12(1) [school board duty; care, control and management of school district property]
- Section 943.70 [computer crimes]
- Section 947.0125 [unlawful use of computerized communication systems]
- Section 995.55 [access to personal Internet account information]

Wisconsin Administrative Code

- Section ADM Ch. 12 Electronic records management

Federal Laws and Regulations

- Children's Internet Protection Act [Internet safety policy required, which includes protections against Internet access to visual depictions that are obscene, child pornography and material harmful to children]
- Title 17 U.S.C [use and copying of copyrighted materials, including "fair use"]
- Electronic Communications Privacy Act [18 U.S.C. §§ 2510-22]
- Federal Family Educational Rights and Privacy Act (FERPA)

CROSS REFERENCE:

- 512 Employee Harassment
- 522.71 Staff Use of Social Media
- 522.7 (Rule) Staff Acceptable Use of Technology Guidelines
- 522.72 Use of District-Issued Mobile Phone and/or Mobile Data Device
- 527 Employee Grievances
- 527 (Rule) Employee Grievance Procedures

APPROVED: June 9, 2016