

REVISED POLICY - TECHNOLOGY UPDATE

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All **District Technology Resources (as defined in Bylaw 0100)** ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all **Information Resources (as defined in Bylaw 0100), including but not limited to** electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/**network**, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any **personal information/data maintained, stored, or transmitted** ~~contained on or through~~ such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. () ~~All passwords or security codes must be registered with the Board.~~ **[END OF OPTION]** A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

District Technology Resources ~~Computers, electronic mail, and voice mail~~ are to be used only for business and educational purposes.

[CHOOSE OPTION #1 or OPTION #2]

[] [OPTION #1]

No personal messages should be exchanged via Board-owned technology. Because **District Technology Resources** ~~the Board's computer and voice mail systems~~ are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home.

[END OF OPTION #1]

[X] [OPTION #2]

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because **District Technology Resources** ~~the Board's computer and voice mail systems~~ are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

[END OF OPTION #2]

[END OF OPTIONS]

District Technology Resources must be used ~~The Board is interested in its resources being properly used.~~ Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

