

EMPLOYEE TECHNOLOGY USE

District technology is provided for users to conduct research and communicate with others. The school district reserves the right to review communications, files and individual usage to maintain the integrity of the system and to insure responsible use of the system. Files stored on district technology or communications via direct technology are not private. This also applies to the voicemail system.

Employee generated e-mail and documents that affect students or related to the employee's duties or school business are "records" and such must be maintained and preserved, as would any other "record".

Staff E-Mail

District e-mail messages are subject to many of the same statutes and legal requirements as other forms of communication. All such documents are generally considered to be public records and are subject to public inspection. To the greatest extent possible in a public setting, individuals' privacy shall be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on District owned equipment. Although the District does not make a practice of monitoring individual messages, the superintendent or designee reserves the right to retrieve the content for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from system failure. The District shall take appropriate corrective action or disciplinary action against an employee based upon information obtained from monitoring or inspecting his or her e-mail communications.

Users of the district e-mail system shall be aware that, in addition to being subject to authorized access, e-mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modifications by third parties. Users of the District's e-mail services shall be aware that even though the sender and recipient have discarded their copies of an e-mail record, there may be back copies of such e-mail that can be retrieved.

District employees shall use e-mail responsibly. Among the practices they will not engage in are as follows:

1. Use e-mail for commercial purposes.
2. Send obscene or offensive e-mail.
3. Intercept, disrupt, or alter an e-mail communication without proper authorization.
4. Access, copy, send, or modify e-mail messages from within the electronic files or records of another without permission.
5. Allow another to use one's e-mail account for fraudulent purposes.
6. Use e-mail to intentionally transmit malicious items such as viruses or worms.
7. Use e-mail to interfere with the ability of others to conduct District business.
8. Send unsolicited "junk" e-mail or mass e-mails without a legitimate District purposes or without prior authorization of the Superintendent or designee.

9. Reproduce or distribute copyrighted materials without appropriate authorization.
10. Use e-mail in such a way that violates District policy, or state or federal law.

The District shall not be liable for an employee's inappropriate use of the e-mail system or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information sent during electronic communications.

The following behaviors are examples of behaviors prohibited on district technology:

1. Assisting a political campaign for a person or to effect a ballot proposition.
2. Using obscene language or accessing pornographic information, consistent with the district policy on sexual harassment, is prohibited.
3. Harassing, insulting, or attacking others.
4. Engaging in practices that threaten the network (e.g. loading files that may introduce a virus).
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, documents, files, etc.
8. Intentionally wasting limited resources.
9. Sending or displaying lewd, obscene, profane, or offensive messages or pictures.
10. Employing the network for commercial purposes.
11. Violating regulations prescribed by the network provider.
12. Other behaviors in violation of district policy or regulations.
13. Confidential and proprietary information must not be transmitted without prior approval of the employer.

Violation of this policy shall be subject to discipline in accordance with the master agreement/teacher contract. No warranties, either expressed or implied, are made by the school district with regard to the use of Internet services or the use of school technology.

Wis. Statutes:

Ref:

Adopted: October 20, 1997

Revised: August 23, 1999

Reviewed: March, 2002

Reviewed: March 2006