



Book	Policy Manual
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7540.01 - 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) are~~ Information & Technology Resources (as defined in Bylaw 0100) are considered the Board's property (whether physical objects or digital assets, including those accessible online) and the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all Information & Technology 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 on or through such systems is confidential or private, regardless of whether the Board owns said systems or acquires them as a service.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords and/or other means of securing such information (e.g., use of multifactor authentication (MFA) tools or techniques) does not guarantee confidentiality and the Board retains the right to access information in spite of the information being protected by a password and/or other means of verifying the user's identity (e.g., MFA or biometric data) does not guarantee confidentiality and the Board retains the right to access information in spite of a password. A staff member's refusal to permit or otherwise facilitate such access may be grounds for discipline, up to and including discharge.

District Information & Technology Resources are to be used only for business and educational purposes.

Personal messages/emails, images, audios, and videos sent via District Information & Technology Resources 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 separate and distinct from District Information & Technology Resources at home. Because District Information & Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing messages/emails, images, audios, or videos computer, electronic, or voice mail messages.

District Information & Technology Resources must be used properly. Review of District Technology & Information Resources 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/messages/emails/voice-mails file/e-mail/voice-mail constitute a public record or if the Board's interests have been compromised. Any personal information/data information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent shall have the authority to search and access electronic/digital information/data maintained, stored, and/or transmitted on or through District Information & Technology Resources information electronically.

All District ~~Technology~~ Information & Technology Resources are considered the property of and/or under the jurisdiction ~~Resources~~ and District Information Resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on District Information & Technology Resources without the express permission of the Superintendent or communicate any such information to unauthorized individuals. In addition, staff members may not ~~download, copy, or install~~ copy software onto any District Information & Technology Resources and may not bring ~~or access~~ software from outside sources for use on District Information & Technology Resources without the prior approval of the District Technology Director. Such pre-approval shall include a review of any ~~security, privacy,~~ copyright infringements, or virus problems associated with such outside software.

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