

Staff Access to Networked Information Resources

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will change the ways they share ideas, transmit information, and contact each other. The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that new technology will expedite the sharing of effective practices and lessons across the District and will help staff stay on the leading edge of practices by forming partnerships with others across the nation and the world. As staff members connect to the global community, their use of these new tools and systems bring not only new opportunities but also new responsibilities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways in performing of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. Network supervision and maintenance may require review and inspection of directories or messages. The District network supervisor may examine communications in order to maintain system integrity. In addition, the District reserves the right to access stored records in cases where there may be reasonable cause to suspect wrongdoing or misuse of the system.

When conducting school business, email communications are considered public records and are subject to state laws regarding records management and retention. Therefore, when using email to conduct school district business, staff are directed to use their school district email account. Staff are prohibited from conducting school business via a personal email account. In addition, staff are prohibited from conducting school business via text messaging. Any use of social media for school district business must be documented with a screen shot and retained in accordance with the procedures for Policy 6570 "Property, Data, and Records Management.

The Board directs the Superintendent to specify behaviors that are permitted and those that are not permitted, as well as develop appropriate procedures to guide employees in the use of electronic mail and telecommunications. Employees should use discretion when using electronic mail and telecommunications to share confidential information about students or other employees and should restrict distribution to a "need to know" basis.

Cross Reference: Board Policy 2022 Electronic Information System

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