

Employee Technology Use

The Board believes a comprehensive technology program is an essential component of a successful school system. The District's technology program of resources and services shall serve the following purposes:

- Provide consistent access to effective learning opportunities by providing infrastructure needed to create an effective educational environment that incorporates technology integration;
- Instruct students in responsible use of technology digital citizenship, and technology skills necessary for college, career and citizenship;
- Continuously improve teacher capabilities;
- Contribute to the delivery of efficient and effective business or educational functions;
- Expedite professional communication of District personnel.

The District's technology program is not established as a public access or a public forum. The use of the District's technology is a privilege and not a right. All materials, messages or communications composed, sent or received remain the property of the District. School officials may supervise, monitor and delete any materials. Any such communication is subject to public scrutiny.

The Superintendent or designee shall maintain procedures to:

- implement and enforce District technology policies;
- handle complaints about such enforcement;
- remove a user's files without prior notice after an account has been inactive for a specified period of time; and
- establish the period of time for archiving District e-mails and the storage of electronic material.

Employee Rights and Responsibilities

Employees must use District technology in a professional, legal and responsible manner. Use of District technology for personal business shall be kept to a minimum and shall conform to District policy/procedure and state and federal laws and regulations.

Under normal circumstances, electronic communication with students and patrons should be performed on the District communication system.

When acting within the capacity of a District employee, communication from any location and using any type of equipment, owned by the District or otherwise, must reflect professional integrity and responsibility and not have an adverse effect on students or on the performance of an employee's duties for the District.

District e-mail addresses shall not be linked to personal/social networking accounts and social websites unless authorized by the superintendent and designee.

The use of student information, pictures or other protected information during electronic communication must conform to District policy/procedures and state and federal laws and regulations.

Prohibited Uses

The technology system should only be used for approved District activities and educational purposes. Prohibited uses of District technology include, but are not limited to:

1. Causing Harm to Individuals or to Property
 - a. Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images
 - b. Making offensive, damaging, or false statements about others
 - c. Posting or printing information that could cause danger or disruption
 - d. Bullying, hazing or harassing another person
 - e. Deleting, copying, modifying, or forging other users' names, e-mails, files, or data
 - f. Disguising one's identity, impersonating other users, or sending an anonymous e-mail
 - g. Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies
2. Engaging in Illegal Activities
 - a. Participating in the sale, purchase or promotion of illegal items or substances
 - b. Accessing or transmitting:
 - Pornography of any kind
 - Obscene depictions
 - Harmful materials
 - Materials that encourage others to violate the law
 - Confidential information
 - Copyrighted materials without authorization or as provided by fair use regulations
 - c. Attempting to disrupt the computer system or destroy data by any means
3. Breaching System Security
 - a. Sharing one's or another person's password with others
 - b. Entering another person's account or accessing another person's files without authorization
 - c. Allowing others to gain access to one's individual account
 - d. Interfering with other users' ability to access their accounts
 - e. Allowing student access to sensitive data
 - f. Attempting to gain unauthorized access to another computer
 - g. Using software or hardware tools designed to interfere with or bypass security mechanisms
 - h. Utilizing software or hardware applications that are not approved for business use
 - i. Attempting to evade the District's computer filtering software

4. Improper Use or Care of Technology

- a. Accessing, transmitting or downloading large files, including posting chain letters or engaging in spamming
- b. Attempting to harm or damage District technology, files or data in any way
- c. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
- d. Leaving an account open or unattended
- e. Attempting to remedy a security problem and not informing a school official
- f. Failing to report the abuse of District technology
- g. Installing, uploading or downloading unauthorized programs
- h. Copying District software for personal use
- i. Using District technology for:
 - Personal financial gain
 - Personal advertising or promotion
 - For-Profit business activities
 - Unapproved fundraising
 - Inappropriate Public relations activities such as solicitation for religious purposes
 - Inappropriate political purposes

District Rights and Responsibilities

- 1. The District reserves the right to block any material on the internet.
- 2. The District may deny technology access to any staff.
- 3. Technology security shall be a high priority.

Discipline

Discipline for violations of this policy occurring on any District premises or at any District sponsored activity, regardless of location may involve actions up to and including dismissal.

The Superintendent or designee shall submit the violation to the appropriate law enforcement agency when the circumstances warrant such action.

DEFINITIONS:

On District premises or at any District sponsored activity, regardless of location: shall include, but not be limited to buildings, facilities, and grounds on the District campus, school buses, District parking areas; and the location of any District sponsored activity. This includes instances in which the conduct occurs off the District premises, but impacts a District-related activity.

Adopted: 8/9/10 Reviewed: 1/9/12 Revised: 7/1/15 (6/8/15)
4/9/15

Cross-Reference: Student Curriculum Requirements (K-12) #2110
Exemptions from Portions of Curriculum #2111
Internet Filtering #2513
Request for Reconsideration of a Website #2514,
Bullying, Hazing and Harassment #3231
Sexual Harassment #3232
Abuse of District Property #3238
Copying Materials #3242
Cheating #3243
Code of Ethics of the Idaho Teaching Profession #5200, #5200E
Disruptive Employee or Public Conduct #5234
Non-School Employment and Activities #5250
Employee Conflict of Interest #5252

Legal Reference: 7 USC Section 101 *et seq.*
IC 6-210
IC 18-1514
IC 18-2201
IC 18-2202
IC 33-131
PL 106-554 Children's Internet Protection Act (CIPA)