

Book	Policy Manual
Section	Vol 41 No 2 Technology Updates
Title	Copy of TECHNOLOGY PRIVACY
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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)~~ 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 ~~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 & 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 files/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 ~~Information & Technology Resources are considered the property of and/or under the jurisdiction~~ ~~Technology 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~~ software onto any District ~~Information & Technology Resources~~ and may not bring software from outside sources for use on District ~~Information & Technology Resources~~ without the prior approval of the Director of Technology. 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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Revised 1/8/09

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Last Modified by Regina Jutz on December 6, 2023