

GBEF-R STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

Each employee is expected to comply with the following Technology Use and Privacy Guidelines:

TECHNOLOGY USE AND PRIVACY GUIDELINES

Scottsdale Unified School District provides various Technology Resources to authorized employees to assist them in performing their job duties. Each employee has a responsibility to use the District's Technology Resources in a manner that is respectful of other employees and consistent with the educational goals and objectives of the District. Each employee is responsible to report any misuse of the network to the Chief Systems Officer. Each employee is further responsible for the supervision of students using the District's Technology Resources. Failure to follow the District's policies regarding Technology Resources may lead to disciplinary measures up to and including termination. Illegal uses of District Technology may result in referral to law enforcement authorities. SUSD acknowledges that this policy is intended for activity generated by school employees. It is understood that this policy cannot address actions or activities that may be initiated outside of the District.

Technology Resources Defined: "Technology Resources" consist of all electronic devices, including but not limited to, document cameras, projectors, amplification systems, instructional support technology, software, information systems, and means of electronic communication including, but not limited to: personal computers and workstations; mobile computing devices; computer hardware; peripheral equipment such as printers, scanners, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet, or the SUSD Intranet; electronic mail; telephones; cellular phones;

Authorization: Access to the District's Technology Resources is within the sole discretion of the District. Generally, employees are given access to the District's various technologies based upon their job functions. The use of the District's Technology Resources may be revoked by the District at any time for any reason.

Use: The District's Technology Resources are to be used by employees for the purpose of conducting District business. Incidental personal use of District computers is permitted as long as the use does not result in any additional cost to the District and does not interfere with the employee's job duties and performance, with system operations, or with any other system user. "Incidental personal use" is defined as incidental, occasional and reasonable use by an individual employee for personal communications. Such personal use must comply with this policy and all other applicable policies, procedures, and rules.

All messages sent and received, including personal messages, and all data and information stored on the District's electronic mail system, voice mail systems, or computer systems, are District property regardless of the content. As such, the District reserves the right to access all of its technology resources, including its computers, voice mail, and electronic mail systems at any time, in its sole discretion. District business conducted on personal devices may also be considered public record and may be subject to disclosure. Should employee usage suggest irregular or inappropriate usage, the employee may be subject to close examination of any records, including cell phone usage, Internet usage, or other types of tracking. The employee may be held responsible for inappropriate or excessive personal use.

Improper Use

1. Harassing, Discriminatory, and Defamatory Use. District will not tolerate discrimination or harassment against any individual, based on his or her race, religion, color, national origin, gender, sexual orientation, gender identity, age, disability or veteran status – even if the law does not prohibit the conduct. Under no circumstances may employees or students use the District's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, or verbally abusive in any way (e.g., sexually-explicit or racial messages, jokes, or cartoons).
2. Inappropriate Communications with Students or Minors. The District will not tolerate any inappropriate communication with any student or minor. Any such use will result in disciplinary measures up to and including termination.
3. Copyright Infringement. Employees may not use the District's Technology Resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.
4. Unlawful Activity. Employees may not use the District's Technology Resources to engage in any activity constituting or promoting a criminal offense, or potentially giving rise to civil liability, or otherwise violating any law, regulation, or District policy.
5. Conflict of Interest. Employees may not use any of the District's Technology Resources to further any business activity in which the District has no interest. Employees may not use any of the District's Technology Resources in a manner that results in unauthorized billing or direct costs to the District or that is otherwise contrary to the best interests of the District.
6. Confidential and Proprietary Information. Employees may not use the District's Technology Resources in any manner that discloses confidential or proprietary information of the District to third parties.
7. Use of District Technology Resources to Influence the Outcome of Elections. Employees may not use the District's Technology Resources for the purpose of influencing the outcomes of elections, or to advocate support for or opposition to

pending or proposed legislation by initiating such activity through District Technology Resources (see policy GBI, Staff Participation in Political Activities).

8. Other Improper Uses. Employees may not download material from the Internet or load software or applications that have not been approved for installation on a District computer or network without advanced written permission from the Chief Systems Officer or his/her designee. Employees may not use District Technology Resources to solicit funds, distribute chain letters, sell merchandise or services, collect signatures, or conduct membership drives.