

STAFF TECHNOLOGY USE/SOCIAL NETWORKING

Computers are a powerful and valuable education and research tool and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

General Provisions

The superintendent is responsible for designating a Director of Technology who will oversee the use of school district computer resources. The Teaching and Learning Technology Specialist, in conjunction with the Director of Technology, will prepare in-service programs for the training and development of school district staff in technology skills, appropriate use of technology and for the incorporation of technology use in subject areas.

With the direction of the superintendent, the Director of Technology, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer access privileges.

Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

With the direction of the superintendent, the Director of Technology, working with the appropriate staff, shall establish procedures governing management of computer records in order to exercise appropriate control over computer records, including financial, personnel and student information. The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up
- record retention, and
- disaster recovery plans.

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Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites.

- Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent or designee.
- The employee shall adhere to all applicable privacy and confidentiality policies.
- Employees shall not use the school district logos, images, iconography, etc. on external web sites.
- Employees should keep to a minimum the use of school district time or property on external sites.
- Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet.
- Employees should not list or follow current students (except their own children) as "friends", "followers" or equivalent labels on personal networking accounts unless with consent of the superintendent or designee.
- Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent or designee.

It is the responsibility of the superintendent, or designee, to develop administrative regulations implementing this policy.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 13.35, .26

Cross Reference: 104 Anti-Bullying/Harassment
306 Administrator Code of Ethics
407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment
605 Instructional Materials

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Revised: