

## Personnel

### Staff Access to Technology Resources

#### Policies and Procedures

With the pervasiveness of digital communication, the Board recognizes that employees will utilize technology to share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and other digital communication tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Staff members will be provided with training in the proper and effective use of these tools.

Communication over networks is not private. Network supervision and maintenance may require review and inspection of files or messages. The district reserves the right to access stored records. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and other digital communications are not to be utilized to share confidential information about students or other employees. Prohibited behaviors include, but are not limited to, those listed on the Staff Acceptable Use Agreement for Technology Resources form (4135.235E-A).

Staff members are encouraged to make use of digital resources to explore educational topics, conduct research, and contact others in the educational world. These resources will expedite the sharing of effective practices and lessons across the district and will help staff form partnerships with others across the nation and around the world.

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