

EMPLOYEE USE OF DISTRICT TECHNOLOGY

The use of the District's computers, e-mail system and internet access ("Technology") shall be limited to District-related purposes. These electronic devices and services are provided to contribute toward the optimum efficiency of the District and to promote educational excellence in the schools. It is the policy of the District that all computer services shall be used in a responsible, efficient, ethical and legal manner.

EMPLOYEE USE

District computers and networks are to be used only for school-related purposes. Incidental personal use of school technology is limited and must not interfere with the employee's job performance, violate rules set forth in this policy, or the requirements of the student IUA (Internet Use Agreement – District Code JFCCA-E), and must not damage the District's hardware, software, or communications system. Since the District address is a part of e-mail communications, employees should only use the e-mail message system for district business.

CONFIDENTIALITY

District policies concerning the handling and disclosure of confidential information shall apply to electronic communications. Employees shall make every effort possible to safeguard confidential information and protect against negligent disclosure when engaging in non-secure electronic transmissions, including e-mail.

PRIVACY

The Technology belongs to the District; therefore, all data transmitted and stored on District computers may be monitored, accessed, and the content disclosed.

HARASSMENT

District policies concerning harassment apply to the employees' use of the District's Technology.

MISUSE OF TECHNOLOGY

Employees shall not disrupt the computer systems or data. All use of electronic materials and software shall be in compliance with copyright and other applicable laws. The use of personal software or electronic equipment in conjunction with District technology is prohibited unless prior approval has been obtained through the District.

MAINTENANCE OF ACCOUNTS AND PASSWORDS

Employees shall safeguard passwords and shall be held responsible for any intentional or negligent disclosure of passwords. Access to confidential data shall not be left open without proper supervision.

INAPPROPRIATE MATERIALS

Employees shall not use inappropriate materials as defined in District policies and the student Internet Use Agreement, while using District Technology. Inappropriate materials may include, but are not limited to, sites focusing on pornography, violence, hate groups, and similarly objectionable materials of no educational relevance. In the event any staff member unintentionally accesses any inappropriate or x-rated materials, the staff member must immediately notify the building principal so that corrective action may be taken.

ADVERTISING AND SOLICITATION

Employees using District Technology shall not use it to advertise, solicit or raise funds for any charitable or non-charitable organizations.

DOWNLOADING

The process of downloading software and sending/receiving attachments via e-mail can be detrimental to the integrity of the network. In addition to viruses that could affect the District's systems, the cumulative effect of widespread downloading can lead to degradation of performance and the need for additional maintenance. Employees shall download only software needed for educational purposes. Employees shall use similar practices when sending/receiving e-mail attachments.

MASS MAILINGS

Mass mailings of e-mail messages can dilute the usefulness of any communication system. Employees shall undertake mass mailings only for educational purposes, and such mailings shall be kept to a minimum.

It is recommended that employees communicating electronically (ie. text messages or emails) with students direct their messages to the entire team or class. Employees choosing to engage in one-to-one electronic communications shall align their conversations with the South Dakota Professional Teachers Practice and Standards Commission Code of Professional Ethics* and district policy.

Employees in violation of district board policy or the South Dakota Professional Teachers Practice and Standards Commission Code of Professional Ethics shall be subject to disciplinary action up to and including termination of employment.

Adopted 10/23/01
Revised 04/19/12
Reviewed 05/23/16

Web Reference:

*available at www.rcas.org under the Human Resources Tab

Rapid City Area School District No. 51-4, Rapid City, South Dakota