

SCHOOL DISTRICT

Series 400

Policy Title: HIGHLAND CSD STAFF TECHNOLOGY POLICY

Code No. 401.13R2

Maintaining the security and confidentiality of information and protecting Highland CSD technology is a paramount concern of Highland CSD. Highland CSD concern in this regard is heightened by the various technology resources provided to its employees to facilitate the creation and communication of business related information in the most effective and efficient manner possible. In light of these concerns, this Policy has been developed, which establishes the parameters for technology resources usage and serves to enhance employee awareness of our obligation to hold certain information confidential, and to protect the integrity of Highland CSD's property and interests. This Policy supplements all existing federal, state, local, laws, regulations, agreements, and contracts, and any other Highland CSD policy, which currently apply to information confidentiality and technology resources. Users who do not comply with this Policy are subject to discipline, including, without limitation, revocation of technology usage and, up to and including, termination.

Scope of The Policy

This Policy applies to all Highland CSD employees and other persons who are authorized to use the Highland CSD's technology resources, including certain consultants, contractors, vendors, students, and interns ("users"). This Policy applies to the following forms of technology resources and the information created by their use, including but not limited to (1) computers (including desktop, laptops, portable, servers, mainframes, local area networks, wide area networks, printers, software and removable storage media (e.g. CD-ROMs, hard disks and tape)); (2) electronic mail ("e-mail"), including attachments; (3) the Internet, (4) the phone systems, and (5) anything connected to or apart of the Highland CSD's server. The term "Highland CSD Technology Resources" is meant to include any of the aforementioned, specifically, and any other computer-related or technology-related device that is or may be owned, rented, or leased by Highland CSD.

THE POLICY

1. The SCHOOL's Technology Resources May Be Used Only for Legitimate, Business-Related Reasons

- Highland CSD's technology resources may be used only for legitimate business-related reasons.
- Highland CSD's technology resources may not be used to conduct personal business of any kind, without expressed permission from a supervisor or administrator at the Highland CSD.
- All information that is entered, created, received, stored or transmitted via the Highland CSD's technology resources, including all e-mail messages, are and will remain Highland CSD property. Such information may neither be used for any purpose unrelated to Highland CSD

business nor sold, transmitted, conveyed or communicated in any way to anyone outside of Highland CSD other than for business-related reasons.

2. No Expectation of Privacy

- Users should have no expectation of privacy in connection with the entry, creation, transmission, receipt, or storage of information via the Highland CSD's technology resources. Users waive any right to privacy in information entered, created, received, stored or transmitted via the Highland CSD's technology resources, and consent to access and disclosure of such information by authorized personnel.
- As with all other property, the Highland CSD's technology resources and all information entered, created, transmitted, received or stored via our technology resources is subject to inspection, search and disclosure without advance notice by persons designated or acting at the direction of Highland CSD or as may be required by law or as necessary to ensure the efficient and proper administration and operation of our technology resources. For example, authorized persons may inspect, search and disclose such information to investigate theft, disclosure of confidential business or proprietary information, personal abuse of the system, or to simply monitor work flow or productivity. This monitoring and/or search includes, without limitations, the individual hard drives of any computer owned, leased, rented, or maintained by the Highland CSD, any information stored on any hard drives owned, leased, rented, or maintained by Highland CSD, which may include emails to or from any Highland CSD issued email account, or any personal account that may be accessed from a Highland CSD computer, any documents drafted on Highland CSD's computer, any internet sites accessed, and/or any phone calls made or received from any phone systems owned, leased, rented, or maintained by Highland CSD, and any messages left on any phone owned, leased, rented, or maintained by Highland CSD.
- Because Highland CSD is sensitive to employee concerns, it will make every effort to ensure that all such inspections are conducted professionally and ethically. Users, however, must recognize that authorized persons have the ability to track and monitor all information sent internally and externally to Highland CSD via technology resources at any time for any reason. Users should have no expectation of privacy in any of the work that is performed on any Highland CSD computer, with any emails transmitted or received (or accessed) on a Highland CSD computer, any internet site accessed on a Highland CSD computer, or with respect to any phone call received or made to/from any Highland CSD phone system, or any messages left on any Highland CSD phone system.
- All passwords and security used in connection with Highland CSD technology resources are Highland CSD's property and must be available to Highland CSD, upon request, for any reason. Users should understand that their use of passwords does not preclude authorized persons to access Highland CSD's technology resources.

3. The Creation or Transmission of Any Information That May Be Construed to Violate Highland CSD's Harassment-Free Workplace Policy or Equal Employment Opportunity Policy Is Strictly Prohibited

- Users are strictly prohibited from using Highland CSD's technology resources in any way that may be offensive to others. This prohibition includes, for example, the transmission of sexually explicit or obscene messages or cartoons, ethnic or racial slurs, or anything that may be constructed unlawful harassment or disparagement based on race, color, religion, sex, national origin, age, disability, ancestry, sexual orientation, marital status, parental status, source of income, military discharge, or any other status protected by law. Relatedly, users may not use technology resources to transmit critical or derogatory statements regarding individual employees, clients, consultants, contractors, vendors, students, volunteers or residents. Users violating these prohibitions may be subject to disciplinary action, up to and including termination.

4. Use of the SCHOOL'S Technology Resources Is Subject to the SCHOOL's No-Solicitation/No-Distribution Policy

- Highland CSD's policy strictly forbids employees from soliciting, during their working time or the working time of the employee being solicited, any other employee to support any individual or organization. It also forbids employees from distributing any literature on behalf of any individual or organization on Highland CSD property. This includes the distribution of chain letters of all kinds.

5. Intellectual Property (Copyright and Patent) Laws and Computer Standards

- Users may not violate any copyright, patent or other intellectual property law, including restricted software laws. Accordingly, unless permission has been expressly and officially provided, users may not post or download any information protected by copyright or patent law. If copyright, patent or other ownership status is unknown, users may not post, upload, download or otherwise use any information, content, software or other property and should consult the network administrator with any inquiries.

6. Viruses

- All Highland CSD technology resources must be protected from accidental destruction or deliberate attempts at sabotage by computer viruses. Users thus may not introduce virus-infected files or media into Highland CSD's technology resources. Users must make all reasonable efforts to ensure that all files accessed or collected are virus-free and should minimize downloading work related information unfamiliar from the Internet and via e-mail. Users should use discretion when receiving e-mail from unknown sources, especially where the e-mail contains attachments. Prior to placing any file on Highland CSD's network, users must scan for viruses using up-to-date, approved virus scanning software.

7. Confidential Information

- Users must take every measure to ensure that confidential Highland CSD information, and information otherwise protected is entered, created, received, stored or transmitted via technology resources remains confidential and private. Likewise, users must continue to respect the confidentiality of any report containing confidential information while handling, storing, and disposing of these reports in an appropriate manner.

- Users are prohibited from searching for using, sending, posting or otherwise disclosing confidential information or information protected by the attorney-client privilege to any individual for any non-work or business related reason, without partner permission.

8. Encryption

- To ensure continuous access to technology resources users shall not use personal hardware or software to encrypt information entered, created, received, stored or transmitted via technology resources.

9. Internet Use

- Like all other technology resources, Highland CSD provides Internet access only for legitimate business-related, education, research, outreach, and administrative purposes. The Internet shall not be used for any personal use.

10. Social Media

- Social Media includes any website or medium (including video) that allows for the electronic and digital communications in cyberspace, which includes, but is not limited to, email, internet, text messaging, Facebook, Twitter, LinkedIn, YouTube, MySpace, Hudl, Formspring, and blogs. A policy has been developed to protect you and Highland CSD's exposure and liability, while also providing you an opportunity to share educational forums and ideas with others.
- The use or accessing of social media at work is not permitted without expressed written authorization from a supervisor or administrator at Highland CSD.
- When using social media within a written authorization through Highland CSD, or using social media outside of working hours on your own time, any use must be consistent with our mission, purpose, and values. All employees must use social media within the guidelines set forth in the employee handbook and/or rules of conduct. Violations of the policy, no matter how small, can and will be subject to discipline as outlined fully in the employee handbook.
- You are personally responsible for what you post. Remember that what you post can often be viewed by both personal and professional contacts. Post responsibly. If you publish content related to the Highland CSD on any non-Highland CSD operated or sponsored site, you must state that "the views on this post are my own and not necessarily those of (Highland CSD). Additionally, with all posts on any social media site you must abide by the following:
 - Do not publish any confidential or proprietary information on a social site;
 - Do not discuss the Highland CSD, the Highland CSD employees, vendors, clients, or other partners of Highland CSD, without written authorization;
 - Do you use insults, obscenity, racial slurs, ethnic slurs, or any other negative comments that can be construed in any way as discriminatory or harassing;
 - Do not post photographs taken at any Highland CSD-sponsored events; and

- Respect all copyright, fair use, and financial disclosure laws;

11. Other Communications

- Communications between school personnel and students outside of school shall be limited to traditional, organization-authorized methods such as organization-issued email accounts, and should only be conducted for organization-related purposes. Accordingly, the following communication and contact between personnel and minors is prohibited:
 - Calls to a minor's personal phone,
 - Texting,
 - Communication through messaging services such as Instant Messenger,
 - Communication through personal social networking accounts, including "friending," and
 - Communication through personal email accounts.
- Should communication outside of traditional, organization-authorized methods be necessary, the administration should be notified of the communication and its purpose, and the communication should be documented by the personnel member.

12. Violations

Violations of any of the above policies by personnel shall be subject to discipline, up to and including, termination.

I, _____, hereby certify and declare that I have read (Highland CSD) COMPUTER-USAGE AND SOCIAL MEDIA POLICY. By executing this document, I am certifying that I understand the Policy, and all of the terms contained therein, and agree to abide by the terms and provisions contained within the Policy.

By: _____

Date: _____

Adopted: November 12, 2018 Reviewed: _____ Revised: _____