

STAFF GUIDELINES FOR USE OF DISTRICT-OWNED LAPTOPS AND DEVICES

Any laptop, smartphone, tablet or other communication device issued to you by RSS is owned by the school system. These devices are provided to employees to further educational goals, to use for valid work-related purposes, and to provide for efficient work-related communication between employees. It is understood and expected that employees may make personal use of RSS communication devices, but in doing so employees must remember that the devices are owned by RSS and must adhere to the guidelines contained in this policy.

As a condition of using any RSS-issued laptop, tablet or smartphone, all employees shall sign a statement indicating that they understand and will strictly comply with this policy.

I. ACCEPTABLE USE OF COMMUNICATION DEVICES

1. The device is and will remain at all times the property of RSS. RSS may recall the device, or place additional restrictions on the employee’s use or possession of the communication device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any RSS administrator, the employee will immediately surrender the device to that administrator.
2. Personal use of the device is permitted as long as it does not create additional costs for RSS; interfere with the conduct of RSS business or the employee’s job duties; or violate this policy or any other applicable law or policy.
3. Employees shall have no expectation of privacy while using RSS devices. RSS reserves the right to search text messages, voicemail, data or e-mail stored on all school-owned or leased communication devices or other electronic information resources at any time. RSS reserves the right to take appropriate disciplinary action in response to violations of this policy.
4. All files, emails and/or voicemails transmitted, received or saved on RSS communication devices may be viewed by RSS and may be subject to disclosure under applicable laws governing public records, personnel records, and student records. Employees should not send any emails, text messages, chats or other communications from RSS-owned smartphones that they would not want to be shared with supervisors, parents, and/or the public.
5. Any apps or other software downloads must be obtained through use of a personal iTunes account. Employees may not download any software or apps that would results in a cost to RSS.
6. Employees shall keep their devices password-protected and shall not share their passwords or attempt to obtain others’ passwords. Employees shall take reasonable precautions to protect passwords and access codes from unauthorized use.

 G. As with other school records, electronic data files are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other lawful process. RSS reserves the right to disclose employee text messages, voicemail, email, Internet records, and data files to law enforcement, government officials, or other third parties without notification to or permission from the employees sending, receiving, or storing the material.

 H. The school system reserves the right to limit employee access to its communication devices and networks when federal or state laws or Board policies are violated, where school system contractual obligations or school system operations may be impeded, or where the superintendent or designee believes it is in the best interests of the school system to so limit access.

II. IMPERMISSIBLE USE OF COMMUNICATION DEVICES

All uses of the school system’s devices must comply with the following guidelines.

A. Any use which would involve accessing, producing, posting, sending, or displaying pornographic, obscene, discriminatory, profane, lewd, vulgar, threatening, or sexually suggestive material, language or images, including images of exposed private body parts, is prohibited. Anything an employee views, sends, receives, generates, or accesses must be appropriate for viewing, sending, receiving, generating, or accessing by school children.

B. Any use that violates state or federal laws or Board policies against race or gender discrimination or harassment, including sexual harassment, is prohibited. All Board policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school communication devices.

C. Any use in violation of federal or state law or Board policy is prohibited.

D. Any use that may damage the school system’s devices or communication networks is prohibited.

E. Any use that involves plagiarizing or infringing the copyrights or trademarks of any work, including works found on the Internet, is prohibited.

F. Any use that involves the transmission or storage of confidential information concerning students or others on computer resources not designated for that use is prohibited. All employees should use care to protect against negligent disclosure of confidential information.

G. Employees are responsible for safeguarding their own passwords, and they will be held accountable for the consequences of intentional or negligent disclosure of this information. Use of another’s ID or password without that person’s written permission is prohibited, except by a person in the Technology Department authorized to use IDs or passwords.

H. Any use that could be disruptive, cause damages, or endanger students or staff is prohibited.

III. CONSEQUENCES OF VIOLATION OF POLICY

In the event that an employee violates this policy, the following consequences may result. Any of these consequences may be enforced alone or in conjunction with one another by the school system against the violating employee.

A. Revocation or limitation of access privileges.

B. Disciplinary action up to and including termination of employment.

C. Personal liability for damage to school system resources caused by misuse.

D. Any other sanctions or remedies provided by law.

This policy in no way limits the authority of the school system, where permitted by law, to discipline employees for unprofessional, inappropriate, disruptive or unlawful conduct involving computer resources not owned by the school system.

IV. APPLICATION OF PUBLIC RECORDS LAW

The North Carolina public records law may apply to information created or received for work purposes and stored on or contained in the school system’s communication devices, computer resources or electronic data. This information may be purged or destroyed only in accordance with the applicable records retention schedule and the State Division of Archives regulations.

V. WAIVER OF RESPONSIBILITY

The Rowan-Salisbury School System makes no warranties of any kind, whether express or implied, for the communication devices it may provide. RSS will not be responsible for any damages suffered, including damages caused by loss of service, interruptions or any other cause. Use of information obtained via the Internet is at the user’s risk. RSS specifically clarifies that electronic mail / Internet messages/ text messages authored by employees may not necessarily reflect the views of the Rowan-Salisbury Board of Education.

By signing this you agree to abide by the conditions listed in the STAFF GUIDELINES FOR USE OF DISTRICT-OWNED LAPTOPS AND DEVICES and assume responsibility for the care and proper use of RSS technology, including backing up personal data. I understand that my device’s fixed asset number is a form of identification and I assume responsibility for the any damage to the device as a result of negligence or misuse.

Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Site/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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