

Section 500 - Personnel

Staff Use of Information Technology and Communication Resources

Code #522.70

The Tri-County Area School District provides staff with access to information technology and communication resources to accomplish its mission of educating students. Use of the District's information technology and communication resources shall be done in a responsible manner and in accordance with established Board policies and rules. District information technology and communication resources include, but are not limited to: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications such as electronic mail, wifi access points, printers, cameras, personal digital assistants (pda's), removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

Staff shall have no expectation of privacy with respect to the use of the District's information technology and communication resources. Consequently, all software, electronic mail, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District and may be reviewed, monitored, audited, intercepted, accessed and/or disclosed by the District. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

The District's Administration shall enforce rules for use of information technology and communication resources. Policy or rule violations may result in one or more of the following: (1) restriction of access to District information technology and communication resources; (2) appropriate disciplinary action, up to and including termination; and (3) referral of the matter to law enforcement authorities. At all times, staff should be aware that use of District resources is a privilege, not a right, and that privilege may be restricted or revoked at any time.

Legal Reference: Sections 120.12(1), 120.44(2), 943.70, & 947.0125 Wisconsin Statutes
Wisconsin Public Records Law
Children's Internet Protection Act

Cross Reference: 522.00 Staff Conduct
522.71 Staff Use of Social Media
522.72 Staff Use of Mobile Phones and Other Data Devices

Prior Approval:	N/A
Attorney Review:	March, 2016.
1st Reading	March 29, 2016
2nd Reading	April 27, 2016