

## POLICY 301-7

### **EMPLOYEE ELECTRONIC COMMUNICATION AND TECHNOLOGY USE AND ACCESS**

All employees shall limit access to the Internet and use of Department-issued technology such as cellular phones, wireless devices, computers, and software for business transactions and business communications necessary to conduct their work as a Department employee. Furthermore, it is the Board of Education's policy that all employees shall adhere to all applicable laws, rules, and regulations with respect to confidentiality of personally identifiable information. Use other than that provided for by this policy may be considered a misuse of Department assets or resources. Any employee found to be in violation of this policy may be disciplined in accordance with applicable Department policies, regulations, rules, or collective bargaining agreements, or other Department civil service laws, rules or regulations.

The Superintendent of Education shall develop standards of practice to implement this policy.

**Rationale:** Access to the Internet, personally identifiable information, and use of Department-issued technology such as cellular phones, wireless devices, computers, and software are required in order to support the efforts of the Department of Education ("Department") generally by enhancing educational research activities, providing a conduit for transmitting and receiving information, and for sharing information about the Department. Internet use also provides access to appropriate national and international resources.

[Approved: 02/17/2015 (as Board Policy 301.7); amended: 06/21/2016 (renumbered as Board Policy 301-7)]

*Former policy 1200-1.9 history: approved: 11/19/2009*