

Computer/Technology Use

This policy applies to all SSD employees.

I. Employee Computer/Technology Responsibilities

1. Computers and other devices provided in the workplace are for the support of the school's mission and the individual employee's responsibilities in relation to that mission. Devices covered by this agreement include, but are not limited to: desktop computers, laptop computers, E-Book Readers, iPads, NetBooks, iPods, cell phones, videophones, videoconferencing equipment, GPS devices, scanners, projectors, document cameras, and interactive whiteboards.
2. SSD's computer networks, Intranet, E-Mail systems and websites shall be operated and utilized in a responsible, legal, job-related manner.
3. Responsible, infrequent personal use of computers/devices on an employee's own time, when it does not interfere with job performance, is allowed. Good judgment is required in exercising this privilege.
4. It is not permitted to use SSD equipment or time for individual profit, product advertising, political lobbying, or messages involving illegal activities.
5. This policy applies to all SSD employees and users of computers for SSD purposes, both agency owned and personal equipment.
6. No one shall be permitted to use any SSD computer/device unless a completed "Technology Usage Agreement," has been signed and submitted to the LSDVI or LSEC Human Resources Department or to the SSP Technology Coordinator.

II. Privacy

1. Employees are advised that their Internet, Intranet, E-Mail and other online communications, and the materials stored on any SSD computer/device, including computer hard drives, network storage and other media such as flash drives, diskettes, CD-ROM's, DVD's, etc., are not privileged or private and are subject to review at any time without prior notice.
2. All employees are advised that they should have no expectation whatsoever of privacy as to any communication generated, received by, sent by or stored in the computer or on the network. Files may be retrieved, if necessary, by an appropriate authority, in accordance with existing statutes and regulations.
3. School Technology Administrators track usage and periodically review equipment for patterns of abuse. Abuses will be brought to the attention of the SSD Superintendent, who will take necessary action. Abuse includes, but is not limited to, all use of the Internet, Intranet, E-Mail or other online services that is not allowed or is inappropriate in the handling of school business.
4. SSD retains the right to monitor all technology usage and files for compliance with all regulations and/or procedures.

III. System Usage

1. When communicating through the network, Internet and Intranet, employees are representing the school – not merely themselves – in a public medium. No SSD e-Mail or other online communication is to express comments contrary or detrimental to SSD operations, policies and procedures, or personnel.
2. School policies regarding workplace discrimination, violence, harassment and other anti-social behaviors also apply to all written, E-Mail and other online communications.
4. Use of technology, including messaging, must not interfere with job performance.
5. The recipient of any improper (threatening, discriminatory, harassing, obscene, defamatory or derogatory) communication is to immediately lodge a complaint with his/her direct supervisor or Human Resources.
6. It is prohibited to use the Intranet and/or Internet to address or process obscene or pornographic material, inappropriate text files, or to knowingly download, upload or create a computer virus dangerous to the integrity of the computer or network.
7. Subscriptions to non-job-related list serves, bulletin boards, or online services are prohibited.
8. Activities that disrupt the use of the network, e.g., vandalizing data files, downloading huge files during prime time, sending mass E-Mail messages, or annoying other users are prohibited.
9. Hardware and software are not to be destroyed or abused in any way.
10. No E-Mails are to be sent to the entire campus without permission from the sender's departmental supervisor. Employees are asked to use good judgment and to "Reply to All" only when necessary.

IV. Security

1. The Systems Administrator is the security administrator for all network and Internet, Intranet, E-Mail or other online communication systems.
2. An individual's password is to be kept confidential. There is to be no unauthorized use of another person's password.
3. Any employee who can identify a security problem within the network, Internet, Intranet, E-Mail or other online communication system must notify the Systems Administrator. An employee must not demonstrate the security problem to other users; it must be reported.
4. Any user identified as a security risk or having a history of problems with computer systems may be denied access to computers/technology.

V. Copyright

1. SSD abides by the provisions of the Copyright Law of the United States and the Congressional Fair Use Guidelines. The Systems Administrator has the responsibility for informing employees of these guidelines.
2. Since copyright law and its interpretation are under constant revision by the Courts and the Congress, these guidelines will require periodic study and updating. All staff must comply with any court decision or change in the law that pertains to use of copyrighted materials in the educational setting.
3. Employees should be aware that certain online information is copyrighted or patented, including text, pictures, video and sound. Employees must obtain appropriate permission before downloading any software or materials that are copyrighted, patented or otherwise

identified as intellectual property. Any such material which is currently stored is to be immediately deleted from state equipment or equipment operated for state purposes.

4. Unlawful copies of copyrighted materials may not be produced or used on SSD-owned equipment or equipment used for SSD purposes.

VI. Discipline and Due Process

1. Violations of this policy will be reported to the school Administration and may result in appropriate disciplinary action.
2. Existing school procedures for due process can be utilized when an employee believes he/she has been aggrieved.

VII. Miscellaneous

1. Questions regarding these procedures are to be addressed to the Systems Administrator.
2. These procedures are intended for use in conjunction with other applicable policies and procedures.