

ELECTRONIC COMMUNICATIONS SECURITY AND USAGE

I. Purpose

The purpose of this policy is to ensure the appropriate protection of Port Washington-Saukville School District electronic communications systems, including local area computer networking systems, connections to the Internet, electronic mail (e-mail), voice mail, fax, or other similar electronic communications. Authorized users are reminded that the use of District resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

II. Scope

This policy applies to all employees, School Board members, contractors, consultants, temporaries, and other workers at the District, including those workers affiliated with third parties who access District electronic communications systems. This policy also applies to all electronic communications systems owned by and/or administered by the District.

III. District Property/Devices

The following is considered property of the District and not the property of users: electronic communications systems and all content generated with, handled by, or stored within electronic communications systems and equipment. As District records, electronic communications records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process.

IV. Default Privileges

Privileges for use of District electronic communications systems are granted in accordance with those capabilities necessary to perform a job. Persons needing greater electronic resources shall submit requests to an administrator or supervisor and to the District Technology Services department.

V. User Password Accountability

Regardless of the circumstances, individual passwords will never be shared or revealed to anyone else besides the authorized user and authorized Technology Services staff. The authorized user bears full responsibility for all actions performed under that user's identification and password. To prevent unauthorized parties from obtaining access to District electronic communications, users shall choose passwords, which are difficult to guess, and consist of alphanumeric codes.

VI. Confidentiality of District Information

- A. Confidential District information, including but not limited to employment records, pupil records, user passwords and identification, credit card data, and telephone access codes, shall not be stored in or on any publicly accessible medium. District staff access to digitally stored confidential information shall be granted only on a "need to know" basis.
- B. Regardless of the ability of the public to obtain such information through legal processes, users of District electronic communications systems shall not store or place any District information or files in a publicly accessible location without express authorization from District administration or the School Board.

VII. Authorized Usage

- A. District electronic communications systems must be used primarily for school-related or District authorized activities. Personal use is permitted only to the extent that it: (a) does not consume more than minimal resources (e.g. bandwidth or system storage space); (b) does not interfere with employee productivity; and (c) does not preempt any District-related activities. The use of District systems for private business activities, solicitation, or amusement/entertainment purposes of any type is strictly prohibited.
- B. District systems and facilities shall never be used to transmit any content that is illegal, unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, indecent, profane, libelous, invasive of another's privacy, hateful, or racially, ethically, or otherwise objectionable. Authorized users shall not intercept or disclose the contents of electronic communications outside of authorized inspections. Reviewing or retrieving electronically stored information in which the user has no proper business is absolutely prohibited. With the exception of emergencies and regular system maintenance notices, authorized users are not to use electronic communications facilities to send messages to "all" or "everyone" (e.g. e-mail, voice mail, and fax) unless the permission of the appropriate administrator/manager has been obtained.

VIII. Public Representations

- A. Directly and indirectly, users of District electronic communications systems identify themselves as affiliates or employees of the District. To maintain the positive public image and perception of the District, users of electronic communications systems

shall include appropriate disclaimers with all communications transmitted beyond the District's telephone or local area computer network. The disclaimer shall state that the views and opinions expressed are those of the user alone, and not necessarily those of the District.

- B. Any public representation on behalf of the District must receive approval from the appropriate District administrator or supervisor, or from the School Board in the most serious matters. In all public representations, users shall adhere to and abide by the contents of this policy and all other appropriate District policies.

IX. Copyright, Content, and Software

- A. The provisions of federal copyright law are complex, while the potential for liability for violations is substantial. For this reason, only authorized members of the District's Technology Services staff may copy, download, digitize, scan, record, or install content such as software programs, text, graphics, photographs, and audio on District systems. Under no circumstances shall District authorized users operate or install personal software or content on District computers.
- B. Technology Services shall install and/or permit use of software only when such installation or use conforms to the District's software license agreements. Technology Services staff shall be familiar with the District's software licenses and maintain an inventory of all software installed on District computers. Technology Services staff shall also be responsible for securing proper authorization for all downloading, copying, digitizing, scanning, or recording performed for the District, and for maintaining appropriate records.

X. Respecting User's Rights

- A. The District shall not monitor or review electronic messages, voice mail, computer files, or Internet usage logs as a routine matter. The District reserves the right to access the contents of incoming and outgoing e-mail messages, voice mail messages, files stored on District systems and computers, and individual user Internet usage logs when it has a legitimate need to do so. Reasons to inspect electronic system content and usage may include (but not limited to) system problem resolution, indications of improper or abusive usage of District resources, a compelling need to obtain information readily available through other means, or in compliance with legal process. Inspections shall occur only with prior approval of the Superintendent of Schools or a person specifically authorized by the Board of Education.

- B. From time to time, consistent with its maintenance program, the Technology Services Department may review the usage of District electronic communications systems to assess their availability, reliability, capacity, and overall performance. This information shall be gathered, stored, and used in aggregate form, excluding all personally identifiable information.

XI. Electronic Records Retention

The District Records Policy is fully applicable to electronic records such as e-mail, voice mail, and content created by District staff using electronic communications systems. Personal content should be periodically purged by users from electronic systems. As a general rule, all personal electronic content remaining in District systems will be deleted at the end of each school year. The District Records Policy governs the storage and disposal of District-related materials found on electronic communications systems.

XII. Violations

Abuse of District electronic communication systems and facilities, through excessive personal use or violation of the law or District policies, will result in disciplinary action, up to and including termination of employment. Additionally, by their use of District electronic communications systems, District employees, and all other users accept personal responsibility for all actions performed under their identification codes and passwords, including any applicable fines or penalties for violations of the law.

Legal References:

Sections 19.31-19.37, 19.62-19.80, 120.12(1), 120.44(2), 943.70, 947.0125, Wis. Stats.
ADM12 Wis. Adm. Code
Children's Internet Protection Act
Title 17 U.S.C.

Cross References:

Board Policy 7540.01 – Technology Privacy
Port Washington-Saukville School District Employee Manual

Adopted: 6/18/01

Revised: 5/14/07; 8/12/13; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us