

7000	<b>PROPERTY</b>
7100	Facilities Planning
7217	Dangerous Weapons
7230	Grants, Gifts, and Donations from Private Sources
7310	Disposition of Surplus Property
7410	Maintenance
7420	Hygienic Management
7430	Safety Standards
7434	Use of Tobacco on School Premises
7440	Security
7450	Property Inventory
7455	Accounting System for Fixed Assets
7510	Use of School Facilities
7530	Lending of District-Owned Equipment
7540	Computer Technology and Networks
7540.01	Technology Privacy
7540.02	District Web Page
7900	Electronic Communications Security and Usage

## FACILITIES PLANNING

The Board of Education recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Board will review annual updates regarding demographic factors, which influence local population growth and individual school enrollments.

The Superintendent shall:

- A. report the number of students attending District schools to the Board at regular intervals;
- B. report on the enrollment by grades during the school year to the Board;
- C. conduct kindergarten registration each spring to estimate fall enrollment;
- D. prepare student enrollment projections every year;
- E. meet periodically with communities/municipalities to discuss growth and effect on Schools.

Information gathered by census shall request the age, gender, location and municipality, and/or disability of each child between the ages of birth and twenty-one (21) in this District.

School buildings shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

Adopted: 6/18/01

## DANGEROUS WEAPONS

No one shall possess, use, or store a weapon or look-alike weapon in or on school property, on school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in State statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Ammunition and explosives are included within the weapons category.

A minor who violates this law is subject to the provisions outlined in Chapter 48 of the Wisconsin State Statutes. Weapon(s) or look-alike weapon(s) confiscated from a student shall be reported to parents/guardians and to law enforcement authorities and disciplinary measures shall include immediate suspension and referral to the Board for expulsion from school.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel.
- B. Weapons properly registered and handled during the community use of school facilities.
- C. Theatrical props used in appropriate settings.
- D. Starter pistols used in appropriate sporting events.
- E. Items pre-approved by the school principal as part of a class or individual presentation under adult supervision. (Firearms and ammunition will never be approved as part of a presentation.)

The School District shall not discriminate in the methods and practices used with students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

This policy will be published annually in all District student and staff handbooks.

120.13(1), 939.22(10), 948.60, 948.61, Wis. Stats.

Adopted: 6/18/01

## GRANTS, GIFTS, AND DONATIONS FROM PRIVATE SOURCES

The Board of Education may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with District goals. Any gift presented to the District should be accompanied by a letter from the donor for official action and recognition of the Board. If accepted, a letter of appreciation signed by the Superintendent will be sent to the donor on behalf of the Board.

To be accepted by Board action, a gift shall:

- A. have a value over \$750.00;
- B. have a purpose consistent with those of the school;
- C. be offered by a donor acceptable to the Board;
- D. not begin a program, which the Board would be unwilling to continue when gift or grant funds are exhausted;
- E. not bring undesirable or hidden costs to the District;
- F. place no restrictions on the school program;
- G. not be inappropriate or harmful to the best education of students;
- H. not imply endorsement of any business or product;
- I. not be in conflict with any provisions of policy, school code, or public law;
- J. value will be determined by donor.

All gifts, grants, and bequests will become school property to be used at the discretion of the school unless otherwise specified in the bequest.

118.27, Wis. Stats.

Adopted: 6/18/01

## DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent or designee to review the property of the District periodically and to dispose of that material and equipment, which is no longer usable in accordance with the terms of this policy.

### Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials. The following criteria will be used to review instructional materials for redistribution and possible disposal:

- A. concepts or content that do not support the current goals of the curriculum
- B. information that may not be current
- C. worn beyond salvage

### Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

- A. repair parts for the equipment no longer readily available
- B. repair records indicate the equipment has no usable life remaining
- C. obsolete and no longer contributing to the educational program
- D. some potential for sale
- E. creates a safety or environmental hazard

## **Disposition**

The Superintendent or designee is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, by trade in, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

120.10(12), Wis. Stats.

Adopted: 6/18/01

## MAINTENANCE

The Board of Education recognizes that fixed assets of this District represent a significant investment of this community and maintenance of these assets is of prime concern.

The Board directs a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Director of Business Services shall develop a maintenance program, which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. an inventory and equipment replacement cycle;
- C. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Director of Business Services or designee shall develop guidelines for the ongoing maintenance of the physical plant and for expeditious repair of those conditions, which threaten safety, or the integrity of a structure.

Adopted: 6/18/01

## HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the students and others in the Port Washington-Saukville School District depends in large measure upon cleanliness and sanitary conditions.

The Superintendent shall ensure that all facilities are inspected and maintained for cleanliness and sanitation.

The Superintendent shall prepare, in consultation with the school nurse, training and procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members and volunteers who clean or handle blood or blood-soaked items, vomit, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and other body parts that contact such matter.

The cleanliness of each school shall be the responsibility of the maintenance supervisor.

Cross Reference - 8450, 8453.01

Adopted: 6/18/01

## SAFETY STANDARDS

The Board of Education believes that employees, students, and visitors to the Port Washington-Saukville School District are entitled to a safe environment. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to health and safety.

The Director of Business Services shall be responsible for the maintenance of District property to prevent accidents. The Director of Business Services shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards.

The Director of Business Services shall assure that employees and students of this District are aware of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of law.

In the event a safety inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

101.055, Wis. Stats.

Cross Reference - 8431, 8442, 8450, 8453.01

Adopted: 6/18/01

## USE OF TOBACCO ON SCHOOL PREMISES

In compliance with law, the use of tobacco products by any person in a school building or on school grounds is prohibited.

Violations of this policy will be subject to municipal ordinances, applicable Wisconsin Statutes and disciplinary action by the District.

120.12(20), Wis. Stats. 20 U.S.C. 6081 et seq.  
U.S.D.O.E. Memorandum, 1995

Cross Reference - 3215, 4122.01, 4215

Adopted: 6/18/01

## SECURITY

It is in the best interest of the Board of Education to protect the District's property. Buildings and equipment shall be protected from theft and vandalism.

The Superintendent shall develop and supervise a program of security for District buildings, grounds, and equipment, pursuant to statute and rules of the State. Such a program includes authorization to install video surveillance equipment in appropriate areas in and around the schools and other District facilities.

Efforts shall be made to apprehend those who cause damage to District property. Such persons will be required to rectify damage or pay a fee to cover repairs.

The school principal shall report significant cases of vandalism to the Director of Business Services.

Adopted: 6/18/01

## PROPERTY INVENTORY

The Director of Business Services shall maintain an inventory of District-owned property.

For purposes of this policy, "equipment" included as property and shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles, which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Director of Business Services and school principals to ensure that inventories are updated annually.

The Director of Business Services shall maintain a system of property records, which shall show, as appropriate to the item recorded, the description and identification, year of purchase, initial cost, and the current location.

Adopted: 6/18/01

## ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board of Education shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

The Director of Business Services or designee shall be responsible for the development and maintenance of the fixed-asset accounting system. The Director of Business Services or designee shall develop procedures to ensure compliance with all fixed-asset policies. Each employee may be assigned fixed-asset inventory responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding the minimum amount determined by the Wisconsin Department of Public Instruction.

Fixed assets are classified by the Wisconsin Department of Public Instruction as follows:

- A. site(s)
- B. building(s)
- C. equipment
- D. construction-in-progress

Leased fixed assets and assets, which are jointly owned shall be identified and recorded on the fixed-asset system.

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by an appraisal company.

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall be initiated by the supervising administrator and require the prior written approval of the Director of Business Services.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. purchase order number
- H. method of acquisition (purchase, trade-in, lease, donated, etc.)
- I. manner of asset disposal

Adopted: 6/18/01

## USE OF SCHOOL FACILITIES

- I. The schools are owned by the citizens of the School District and the Board of Education encourages the use of school facilities by our public.
- II. The right to authorize the use of pool and school facilities shall be exercised by the Board or designee. The terms and conditions of use will be determined by this District policy. Authorization for use of pool and school facilities shall not be considered as an endorsement of or approval of the activity group or organization or the purpose they represent.
- III. Application for Permit
  - A. Request for permits shall be filed on forms provided by the School District and available at the business office. The application shall specify the total facilities and equipment requested, the dates and times needed, name of organization or group, use, type of group, and name of person to contact within such organization or group.
  - B. Prior to July 31st of each year, representatives of Park and Recreation programs shall jointly submit facility use requests to the business office.
  - C. The application shall be submitted at least 7 working days prior to the first rental date and shall contain the name of the person designated by the organization or group who is responsible for enforcing all terms and conditions of this policy and permit. Applications will not be accepted before August 1st for the upcoming school year.
  - D. Liability insurance coverage may be requested of the organization or group. When required, a CERTIFICATE OF INSURANCE must be attached to the application. Minimum acceptable limit is \$1,000,000.
  - E. The applicant shall indicate if food or other materials will be sold or distributed and whether an admission fee is to be charged.
  - F. The application shall contain other information as the Board or its designee deems appropriate.
  - G. On Saturdays, groups in Categories C-D can only reserve a maximum of ~~three (3)~~ four-hour blocks of time. Once one of the three events has taken place, a new third event can be reserved.

#### IV. Limits

- A. The permit shall be issued by the Board designee subject to the conditions and terms contained in this policy. The Board or its designee reserves the right to deny the use of school facilities, when such use would likely:
  - 1. provide an opportunity for third parties to sub-lease space
  - 2. result in violence or damage to facilities
  - 3. offend community standards of common decency
  - 4. violate the terms or conditions of this policy
  - 5. generate a repeat of prior violations of the terms and conditions of this policy or prior permits
- B. The permit can be rescinded if any provisions of the original permit are altered or omitted.

#### V. General Conditions

- A. Thursday evenings are reserved at Thomas Jefferson Middle School for nonrecurring school-related youth activities, or other youth activities if school-related youth activities are not scheduled.
- B. The user organization or group shall be responsible for payment of damages occurring during use, other financial obligations specified in the permit, and for the payment of all taxes, which may become due as a result of said use.
- C. The user organization shall be liable for personal injury occurring as a result of use.
- D. Alcoholic beverages and drugs or other controlled substances are not allowed in school buildings or on school grounds. Smoking is prohibited on school property by State statute.
- E. Supplies or sporting equipment are not furnished with the facility. Organizations and user groups will furnish their own equipment. Some items, including audio-visual equipment, are available for use but must be pre-arranged before meeting time and specified on the application and a rental fee will be charged.

- F. When participation fees are charged by a municipality, they shall be equal for all School District residents.
  - G. Groups are responsible for general clean-up of the activity to include inspecting bathrooms and notifying custodians of problems.
  - H. Groups who stay beyond their allotted time will be assessed a fee of \$30/hour for rental in categories B-E and category A for non-school district activities.
  - I. If additional equipment is needed on the day of an event, the request may not be honored and/or a fee charged for rental and set-up/take down.
- VI. The Board or designee shall determine the number of employees needed in the school facilities being used. The employees shall be responsible for cleanliness and securing buildings, but shall not serve as supervisors for the organization or activity. The use of certain school facilities and school equipment may require additional staff, at a cost that shall be charged to the renter. This provision will be in agreement with the master contract.
- VII. User Organization or Group Supervision
- A. Organizations or groups shall provide sufficient supervisors, chaperones, or crowd control personnel.
  - B. The Board or its designee may require the presence of law enforcement officials at the renter's expense.
- VIII. The following organizations and groups shall have priority regarding use of District buildings and facilities:
- A. District, school-sponsored activities (athletics, plays, assemblies, extra-curricular activities, etc.).
  - B. Municipal recreation departments' programs that were in existence and at the level of usage as of the 2003 agreement.
  - C. Recognized community based not-for profit groups with over 50% of participants being resident youths of the district
  - D. Recognized community based not-for profit groups with over 50% of participants being residents of the district

- E. Groups not in categories A through D.
- IX. A renter charging a fee in conjunction with the sponsored event will be placed in Group Type E and charged full rental. If 100% of the intended profit is used for a charitable purpose, the renter may be placed in Group Type B-E with rental fees waived.
- X. The following chart indicates, which groups will be charged and what charges will be levied:

<b>Group Type</b>	<b>Rental</b>	<b>Custodial Overtime</b>	<b>Other**</b>
A	None	None	None
B	None	Yes***	Yes
C	None	Yes	Yes
D	Yes (1/2 fee)	Yes	Yes
E	Yes	Yes	Yes

\*Personnel charges @ hourly rate plus retirement and social security.

\*\*Other: Includes equipment rental, set-up/take-down allowance, kitchen, stage lighting, use of pool, or other specialized personnel when required.

\*\*\*Sixteen (16) three (3) hour Saturday sessions of Saukville Park and Recreation Department youth basketball are exempt from this charge.

The School District shall not discriminate in the methods and practices of school facility use on the basis of age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference:  
120.13 (17), Wis. Stats.

Cross reference:  
Administrative Guideline 7510 – Facility Rental Fees

Adopted: 6/18/01  
Revised 8/9/04; 8/14/06; 5/5/08

## LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource, which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the respective school principal or Director of Business Services.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Personal use of District equipment by staff for purposes other than District-supported training is discouraged.

Adopted: 6/18/01

## COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

All employees, School Board members, and students shall follow established Board policies 5900, 7540.01, 7540.02, 7900, and administrative guidelines 5900 not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The District Administrator shall also ensure that staff, School Board members, and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

Adopted: 6/18/01  
Rev. 1/12/04; 5/14/07

## TECHNOLOGY PRIVACY

All computers, telephone systems, electronic mail systems, and voice mail systems are property of the District. The District retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system. Authorized users should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by District representatives with or without the authorized user's knowledge. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If an authorized user's personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine if the District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered. An authorized user's refusal to permit such access may be grounds for discipline up to and including discharge. Because the District's computer and voice mail systems are to be used primarily for business purposes, authorized users are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Computers, electronic mail, and voice mail are to be used solely for business purposes during working hours.

Only administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

In accordance with State law, any authorized users who sends an electronic message with the intent to frighten, intimidate, threaten or harass another person or sends a message containing lewd, obscene, or profane language will be subject to appropriate discipline by the District and may be found guilty of a Class D misdemeanor.

947.0125, Wis. Stats.

Adopted: 6/18/01  
Rev: 5/14/07

## DISTRICT WEB PAGE

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the District's mission statement, approved programs and is subject to prior approval of the District Administrator or designee.

The purpose of the web site is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

- A. Educate  
Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the District's objectives as listed in the District's strategic plan.
- B. Inform  
Content may inform the community about the school, teachers, students, or departments including information about curriculum, events, class projects, student activities, sporting events, and departmental policies.
- C. Communicate  
Content may provide an avenue to communicate with the community.

When the content includes a photograph or information relating to a student, the District will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located only on District-affiliated servers.

The District Administrator shall prepare administrative guidelines defining the standards permissible for web-site use.

The District retains all proprietary rights to the design of web sites and/or pages that are hosted on the District's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the District's web site must have written permission from their parent or guardian and expressly license its display without cost to the District.

Prior written permission by a student's parent or guardian is necessary for a student to be identified by name on the District's website.

Adopted: 7/15/02

## ELECTRONIC COMMUNICATIONS SECURITY AND USAGE

### **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. Employees are reminded that the use of District resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

### **Scope**

This policy applies to all employees, 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.

### **District Property**

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.

### **Default Privileges**

Employee 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.

### **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.

## **Confidentiality of District Information**

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.

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.

## **Authorized Usage**

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.

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. District employees 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, District employees 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.

## **Public Representations**

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.

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.

### **Copyright, Content, and Software**

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 employees use or install personal software or content on District computers.

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.

### **Respecting User's Rights**

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.

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.

## **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.

## **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.

Adopted: 6/18/01