

TECHNOLOGY PRIVACY

- I. All District computers, iPads, Chromebooks, District issued devices, 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.
- II. 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.
- III. Computers, Internet enabled devices, electronic mail, and voice mail are to be used for educational or professional purposes during working hours.
- IV. Only administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.
- V. 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.

Legal References:

120.12(1), 120.13(1), 120.18(1)(i), 943.70, 947.0125, 120.18(1)(i), Wis. Stats.

Adopted: 6/18/01

Rev: 5/14/07; 8/12/13; 3/16/15

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