

IIBG **Computer Use** (See GAA and JCDA)

IIBG

Use of District Computers/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

Any request for new software shall be submitted on the district's Software Approval form and signed as approved by the Director of Technology (or designee). Software acquired by staff, using either district or personal funds installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Hardware/Software

The Director of Technology (or designee) will approve the purchase of hardware or software. Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Installation

No software, including freeware and shareware, or other applications may be installed on any district computers or electronic device until cleared by the Director of Technology (or designee). The Director of Technology (or

designee) will verify the compatibility of the software or application with existing software and hardware, and prescribe installation and de-installation procedures. Students shall not install software on district computers or computer systems. Program files must have the Director of Technology's (or designee) approval to be installed on any district server or computer.

Equipment Connected to the Network

Non-approved district equipment (e.g., laptop, e-reader or other wireless device) will not be connected to the network or computing system without the signed Technology Code of Conduct by parent/guardian or responsible adult. This Code of Conduct will outline the responsibilities of the user and the district with respect to these devices. Any network device (e.g., printer, server, access point, hub/switch) is not to be installed without the prior approval of the Director of Technology (or designee).

Audits

The Director of Technology (or designee) may conduct periodic audits of hardware or software installed within the district to verify legitimate licensing and use.

Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail systems or other official district communication systems. Any district e-mail, computer application, information in district computers, or computer systems is subject to monitoring by the administration. Only district business shall be conducted on district e-mail systems.

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The district Information Technology department may remove faculty/staff information from district systems without notice (e.g., computers, laptops or servers) to allow for proper functioning of these systems. It is the responsibility of the faculty/staff member to maintain a backup of their information.

Ownership of Employee Computer Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 2/13