

EMPLOYEE USE OF DISTRICT TECHNOLOGY

The Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and allow the district to deliver educational services more efficiently. Employees are expected to conduct themselves within the guidelines of district computer use policy as stated in Policy 606.06, Acceptable Use of Computers, Technology and the Internet.

Staff may elect to lease the use of a school computer for limited personal use.

Staff members should not have the expectation that email and other computer uses will be private.

The lease cost will be up to \$12.00 per year, to be paid through a payroll deduction of \$1.00 per pay period for 9 pay periods or 12 pay periods for teachers wishing to have year long access. Payroll deduction will begin with the September pay period.

Limited use is defined as follows:

1. Use before and/or after school hours.
2. Use during a non-student contact time such as lunch.
3. Typical use would involve responding to an email, sending an email, or making a purchase.
4. Participating in a chat room is not permitted with this lease agreement.
5. Access of "adult sites" or "pornographic sites" is not permitted with this lease agreement.
6. Access to gambling sites is not permitted with this lease agreement.
7. Downloading music is not permitted with this lease.
8. Extensive personal use during a planning period is not permitted with the lease agreement.

A signed limited computer use agreement will be kept on file in the business office.

Staff members electing not to participate in this program will be subject to disciplinary action if they use school owned computers for personal use. Depending on the level of abuse, disciplinary action could include loss of internet access, suspension without pay, and/or termination of employment.

Cross Reference: 504.03 Student Conduct
 505 Student Discipline
 606.06 Acceptable Use of Computers, Technology and the
 Internet