

## Lower Merion School District

Policy No.: 350, 450, 550  
Section: ADMINISTRATIVE EMPLOYEES  
Title: STAFF ACCESS TO AND USE OF INFORMATION TECHNOLOGY RESOURCES  
Date Adopted: 9/24/01  
Date Last Revised: 5/21/18; 3/7/05

### **350-450-550 STAFF ACCESS TO AND USE OF INFORMATION TECHNOLOGY RESOURCES**

#### **Purpose**

The purpose of this Policy is to establish rules, regulations and expectations that are in effect with respect to staff access to and use of District information technology resources.

#### **Definition**

For purposes of this Policy, the term **information technology resources** shall mean:

1. all networks and telecommunications systems maintained or operated by the District;
2. all District telephone, voicemail, electronic mail, intercom, and internet resources;
3. all District-owned or issued hardware devices such as computers, laptops, tablets, telephones, fax machines, printers, copiers, scanners, etc.

#### **Delegation of Responsibility**

The Board directs the Superintendent or designee to develop an Administrative Regulation implementing this Policy which specifies those behaviors which are permitted and those which are not permitted, in connection with employee use of information technology resources. The Administrative Regulation developed by the Superintendent shall be consistent with the guidelines detailed below.

#### **Guidelines**

1. Employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees, with federal laws governing copyrights, and School District policy consistent with Civility Policy (006).
2. Information technology resources are not to be used to share confidential information about students or other employees without appropriate authorization.
3. Electronic communications and access to information technology resources should be work-related, unless authorized by the Superintendent or designee. See Policy 720, Employee Personal Use of District Property.

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4. Illegal publication or copying of copyrighted material is prohibited, except when publication or copying of copyrighted material is for educational purposes and is permitted by Fair Use Doctrine of the United States Copyright Law.
5. All data stored or transmitted on, over or through District information technology resources can and may be reviewed by authorized District employees. Employees shall have no expectation that any data or information stored or transmitted via District information technology resources will be kept private.
6. Board Policy prohibiting discrimination and harassment apply in full force and effect while using District information technology resources.
7. Information technology resources may not be used for advertising, fundraising or non-profit or charitable solicitation unless otherwise permitted by Board Policy or with the express approval of the Superintendent or designee.
8. Web filtering technology shall be used to prevent the viewing or downloading of visual depictions of obscenity, child pornography, or other materials which are harmful to minors (as those terms are defined in the Children's Internet Protection Act).
9. Employee use of information technology resources shall be in accordance with appropriate, legal, and ethical standards of use, as communicated by the Superintendent, Director of Information Systems or their designee(s).
10. District information technology resources may not be used in any way that is considered unlawful under applicable law. The District will cooperate fully with local, state and federal officials in any investigation conducted concerning or related to illegal activities of any individuals in connection with their use of District information technology resources.
11. Any employee who violates this Policy may be subject to disciplinary action up to and including discharge.
12. Employees may be asked to pay for replacement or repair of lost or damaged information technology resources.
13. Employees may be required to comply with portions of this Policy when accessing information technology resources using personal devices.

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14. Employees acknowledge that limited personally identifiable information about them must be shared with third party services in order to create user accounts to access information technology resources.

Reference:

Board Policy and Administrative Regulations No. 006, Civility