

**Operating Procedure No. 5290P**  
**Human Resources**

**ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS SYSTEM**

Responsibility and accountability for the appropriate use of PSESD electronic resources ultimately rests with the individual user, and with the supervisor or other employee who authorizes such use.

Licensable Software installed on a PSESD-owned computer shall be limited to software that has been paid for by PSESD and/or for which PSESD is recognized as an authorized user of the software under the licensing agreement. Software or executable files of any sort may not be downloaded from the web onto agency computers without permission. No software is to be brought from home via any portable device to be installed on PSESD computers. This specifically includes, but is not restricted to, screen savers, utility programs, non-licensed software, instant messenger services, games, or music. Any use of non-PSESD cloud and/or web-based discussion, chat, forums, special interest boards, social networks, etc. should not be used for PSESD business or PSESD as the use of these limits PSESD's ability to comply with records retention requirements. Any exceptions must be reviewed and approved in advance by the Superintendent or designee.

Personal use of the e-mail system, personal web browsing, and social networking sites such as Facebook, or any other social network website are permissible as long as the activity occurs outside of the regular work hours and as long as the activity incurs negligible cost to the PSESD, does not violate the terms of related policies, such as Staff Use of Social Media (5294) and RCWs, such as [RCW 42.17A.005](#), related to lobbying efforts, and does not interfere with normal agency activities.

PSESD will adhere to the provisions of copyright laws in all areas including the Internet. Illegal copies of copyrighted material may not be made or used on agency equipment.

PSESD will not be liable for the users' inappropriate use of PSESD's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

There is no expectation of privacy on any device in PSESD, including privately owned devices using the PSESD network or used for PSESD-related business. All information accessed, created, sent, received, or stored on an agency computer and network is not private. Official agency information stored and transmitted on a privately owned device is not private. The Superintendent or their designee may periodically access and review a random representative sample of materials stored in any System file. Material that violates the electronic communication system rules will be removed and forwarded to the Superintendent or their

designee for review/action. The User will be notified of the violation and may be subject to disciplinary action and/or criminal prosecution.

As with any PSESD policy, disciplinary procedures may be invoked for infractions. Personal items (e.g. video tape cartridges, CDs and DVDs, personal software files, data files, photograph files, film, etc.) on agency-owned devices and/or network resources that are found in conflict with this policy and/or procedure may be removed without warning.

The Technology Department, in cooperation with Communications and Human Resources, will maintain appropriate orientation materials and user agreements for staff, volunteers and guests. At a minimum this annual orientation information and/or training will address the standards and acceptable use of Internet services as set forth in PSESD Operating Policy No. 5293, student safety with regard to use of the Internet; appropriate behavior while on online including while on social networking websites, and in chat rooms; and cyber bullying awareness and response. This training will be in compliance with E-rate requirements of the Children's Internet Protection Act ("CIPA"). The Superintendent or designee shall provide for the dissemination of such orientation information to PSESD personnel, volunteers, interns and students.

PSESD personnel are obligated to learn all of the rules applicable to the system and abide by those rules and regulations, as in existence now and in the future.

Staff, volunteer and intern agreement to abide by the Acceptable Use of Electronic Communications System, Internet Safety and Social Media policies will be obtained as part of the initial orientation process. All employees will be required to review and agree to any change in this and/or related policies.

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