

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. Executable files of any sort may not be downloaded from the web onto agency computers without permission. This specifically includes, but is not restricted to, screen savers, utility programs, instant messenger services, games, or music. No software is to be brought from home via diskette or CD to be installed on PSESD computers without the approval of the Superintendent or his/her 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 and does not interfere with normal agency activities.

The "Personals" page on the PSESD intranet is intended for the posting of personal messages, including, but not limited to, sales and information of personal interest to PSESD employees. These personal messages have been determined to be of negligible cost and supportive of organizational effectiveness by the Superintendent.

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. 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 his/her designee may periodically access and review a random representative sampling of materials stored in any System file. Material that violates the electronic communication system rules will be removed and forwarded to the Superintendent or his/her 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 that are found in conflict with this Policy (video tape cartridges, CDs and DVDs, personal software files, data files, photograph files, film, etc.) 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 related policies.

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