

Employee Use of Electronic Communications Devices

The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.

Communication devices issued by the District may include, for example, cellular telephones; walkie-talkies; mobile computing devices; laptop computers; tablets, citizens band radios, either installed in vehicles or hand-held.

Before they are issued a mobile computing device, each staff member must submit an executed Electronic Computing Device Agreement Form and the Employee Electronic Mail and On-Line Services Usage Acknowledgment Agreement included in the Employee Handbook. Each form must be signed by the staff member.

Staff may take District issued devices out of the State of Idaho at the discretion of the building principal. The District directs the Superintendent to establish procedures for staff to request permission to take the device with them.

At the end of the school year, the school may be required to collect devices from various staff members. At the school's discretion, staff continuing under contract for the next school year and/or for the summer school session may be issued devices to support summer school programs, or other work-related activities.

The Instructional Technology Director shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which staff member.

Care and Safety

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to ensure the equipment is not lost, stolen, or damaged. Reckless and/or irresponsible use of District equipment, resulting in loss or damage shall result in the employee having to reimburse the District for any associated costs of replacement or repair

## Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Network Administrator will set a procedure where staff should save important documents.

## Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

The Technology Department may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. All devices equipped with anti-virus protection software will be upgraded regularly by the Technology Department.

Staff members without administrative authority wishing to add additional software onto a device must submit a help desk ticket asking for the additional software to be installed on their equipment.

## Inspection and Filtering

In-District filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

If technical difficulties occur or unauthorized software or any other violation of District policy is discovered on the device, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software, information, or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and any stored files shall not be considered confidential and may be monitored at any time by designated District staff. The District, or its designee, may require the return of the device at any time for inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying, or review of the device, unless there is cause to refrain from doing so, it shall be returned to the employee. Failure to turn over the device may result in disciplinary action, up to and including termination. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

## Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or for any other appropriate District purpose. A staff member does not need to be asked for permission prior to remote software maintenance.

Any individual in receipt of a school-issued device does not have the authority to deactivate the

remote access feature of the device. Any employee deactivating remote software or other applications will be subject to discipline and/or reclamation of the device by the District.

### Personalizing District-Issued Mobile Computing Devices

At no time does the device become the personal property of staff members. However, they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality. Staff members may be permitted to select their own screensavers and backgrounds provided they are appropriate. Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should staff members place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records request under the Idaho Public Records Act. No content placed on District provided devices are privileged or confidential.

### Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes . In the event an employee uses such devices for personal use, it shall be only on personal time and shall not be during contracted or scheduled work hours.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved. District-issued equipment may be used only in a manner consistent with the Code of Ethics for Idaho Professional Educators as well as all State and federal laws relating to electronic communications with students and/or minors.

Any District-issued equipment is to be surrendered to the District immediately upon request.

### Protecting and Storing Devices

Staff members are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the technology department.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.

### Repair of Devices

Staff members are to report all device problems to the Technology Department through a help desk support request.

In the event a device is lost or damaged, the District will issue a document clarifying the financial responsibility of the staff member for the device based on information received from the District's insurance policy.

### Personally-Owned Communications Devices

Employees may carry and use personally-owned cellular telephones, mobile computing devices, tablets or laptops during the school day on school property.

Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day. In the event a personal device is necessary for either health or safety needs, permission shall be required, in advance, from their immediate supervisor.

Personal cellular telephones should not be used during the employee's contracted or scheduled work time to send or receive messages of a personal nature. However, personal use is allowable during scheduled break times, lunch times, and preparation times. In the event of extenuating circumstances, personal usage of cellular telephones may be approved during contracted or scheduled work.

Any employee violating the above rules may be subject to disciplinary action.

Cross References:	5330	Employee Electronic Mail and On-Line Services Usage
	5330F	Employee Electronic Mail and On-Line Services Usage Acknowledgment
	5335F	Electronic Computing Device Agreement

Legal References:	§74-102	Idaho Public Records Act
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Other References:	Code of Ethics for Idaho Professional Educators <a href="https://www.sde.idaho.gov/cert-psc/psc/ethics.html">https://www.sde.idaho.gov/cert-psc/psc/ethics.html</a>
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### Policy History:

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Reviewed on: