

ADMINISTRATIVE REGULATION

No. 225

Board of Trustees Douglas County School District

PROGRAM

INFORMATION TECHNOLOGY

1. Privacy

Employees should not expect privacy with respect to any of their activities when using the District's computer and/or telecommunication property, systems, or services, including the use of personal email accounts on the District's electronic devices. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The District reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on the District's computer systems and/or equipment. The District's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

2. Use

a. The computers, associated hardware and software, including, but not limited to, electronic mail (email or instant messaging "IM:") and access to online services, as well as voice mail, pagers, smart phones (e.g., BlackBerry and iPhones) and fax machines, belong to the District and, as such, are provided for business use. Very limited or incidental use by employees for personal, non-business purposes is acceptable as long as it is:

1. Conducted on personal time (i.e., during designated breaks or meal periods);
2. Does not consume system resources or storage capacity;
3. Does not involve any prohibited uses; or
4. Does not reference the District or themselves as an employee without prior approval. This includes, but is not limited to:
 - i. Text which identifies the District;
 - ii. Photos which display District logos, patches, badges, or other identifying symbols of the District;

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- iii. Information of events which occurs involving the District without prior approval, or
 - iv. Any other material, text, audio, video, photograph, or image which would identify the District.
- b. Employees loading, importing, or downloading files from sources outside the District's system, including files from the Internet, World Wide Web, social media sites, and any computer disk, must ensure the files and disks are scanned with the District's current virus detection software before installation and execution. Compliance to copyright or trademark laws prior to downloading files or software must be adhered to explicitly.
- c. Employees may use information technology, including the Internet, World Wide Web, social media sites during work hours on job-related matters to gather and disseminate information, maintain their currency in a field of knowledge, participate in professional associations, and communicate with colleagues in other organizations regarding business issues.
- d. An employee's use of the District's computer systems, telecommunication equipment and systems, and other devices or the employee's use of personally-owned electronic devices to gain access to District's files or other work-related materials maintained by District constitutes the employee's acceptance of this policy and its requirements.

3. Prohibited Use

Prohibited use includes, but is not limited to, the following:

- a. Sending, receiving, or storing messages or images that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity, or any that contain belittling comments slurs, or images based on race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.
- b. Sending, receiving, or storing chain letters.

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- c. Subscriptions to newsletters, advertising, "clubs," or other periodic e-mail which is not necessary for the performance of the employee's assigned duties.
- d. Sending, receiving, or storing solicitations on behalf of any club, society, philanthropic or similar organization.
- e. Sending, receiving, or storing union-related solicitations except as allowed in negotiated agreements.
- f. Engaging in political activities including, but not limited to, solicitation or fund-raising.
- g. Engaging in religious activities including, but not limited to, proselytizing or soliciting contributions.
- h. Conducting outside employment in any manner.
- i. Engaging in illegal, fraudulent, defamatory, or malicious conduct.
- j. Writing or participating in blogs that injure, disparage, and/or defame the District, members of the public, and/or its employee's reputations by name or implication.
- k. Downloading, uploading, or otherwise transmitting without authorization.
 - 1. Confidential, proprietary information, or material
 - 2. Copyrighted material
 - 3. Illegal information or material
 - 4. Sexually explicit material
- l. Obtaining unauthorized access to other systems.
- m. Using another person's password or account number without explicit authorization by the District.
- n. Improperly accessing, reading, copying, misappropriating, altering, misusing, or intentionally destroying the information/files of the District and other users.
- o. Loading unauthorized software or software not purchased or licensed by the District.
- p. Breaching or attempting to breach any security systems or otherwise maliciously tampering with any of the District's electronic systems including, but not limited to, introducing viruses.
- q. Using the District's information technology for personal, non-business purposes in other than a very limited or incidental way.

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See Policy related to this Administrative Regulation

[Form 225A, Staff](#)

[Form 225B, Students](#)

Adopted: 11/99
Revised: 6/10/08
Revised: 6/10/14