

A. INTRODUCTION

The Alleghany County School System provides employees with technology resources to support the Alleghany County School System's educational, organizational, and communication objectives. Like any other educational resources, employees are expected to exercise sound judgment when using technology resources in their professional roles. This policy establishes proper and improper employee uses of these resources in conjunction with other related policies. Specifically, employees shall comply with this policy and the Technology Resources General Provisions (Policy 10000) and General Use Policy for All Users (Policy 10100).

An "employee," for purposes of this policy is anyone retained to carry out the work of the Alleghany County School System including, but not necessarily limited to, paid employees, board of education members, contractors, consultants, temporary staff members, and volunteers.

B. ENFORCEMENT

School supervisory officials retain reasonable discretion to apply this and related Alleghany County School System policies to determine when a proper or improper use exists and what sanctions, if any, shall apply.

C. EMPLOYEE ROLE IN PROMOTING SAFE AND EFFECTIVE STUDENT USE

All employees are expected to model and promote proper technology use for and by students. Employees should take all reasonable measures, consistent with their job duties, to guide, instruct, monitor, and protect students in their use of Alleghany County School System's technology resources.

D. PERMISSIBLE USES

Alleghany County School System's technology resources are to be used for educational, organizational, and communication purposes directly related to the Alleghany County School System's mission and objectives. Unless otherwise prohibited, personal incidental use of Alleghany County School System technology resources is permitted if such use is consistent with these policies, is reasonably limited, and does not interfere or threaten to interfere with Alleghany County School System's operations or with the performance of an employee's duties. Supervisors retain discretion to curtail or prohibit personal use of technology resources by any subordinate employee or student.

E. OWNERSHIP, PUBLIC RECORDS, AND RECORD RETENTION

EMPLOYEES SHALL USE TECHNOLOGY RESOURCES SUBJECT TO THE FOLLOWING PRINCIPLES AND REQUIREMENTS SET FORTH ELSEWHERE, INCLUDING POLICY 10500 (OPERATIONAL USE POLICY).

1. Right to Control, Monitor, and Search All Electronic Files

The Alleghany County School System owns and has the right to control, monitor, and search technology resources issued to employees as well as any data, files, or other product of such use, to the maximum extent allowed by law.

2. Electronic Files as Public Records

All records generated by employees in their use of Alleghany County School System's technology resources are or may be public records to the extent that such records relate to the conduct of the business of the Alleghany County School System. Such records include, but are not limited to, any electronic document such as a memo, letter, spreadsheet, financial compilation, or database; e-mail messages; and Internet usage records (e.g., cookies, Internet logs, data downloads). Therefore, the Alleghany County School System may be required to make such records available for public inspection unless such records are otherwise protected from disclosure by law.

3. Electronic Public Records Subject to Record Retention Rules

Any electronic file or data that is a public record is subject to federal, state, and local record retention rules. All employees will be instructed in and shall comply with such rules, including those rules contained in other Technology Resource policies.

4. Personal Electronic Data

Personal files, data and other electronic information ("personal electronic data") generated or stored on technology resources or networks owned or issued by the Alleghany County School System is subject to control and inspection by appropriate school system officials even though such personal electronic data is not a public record.

Employees who generate such personal electronic data, consistent with reasonable personal use rules, shall delete or remove such data from Alleghany County School System's technology resources and networks within a reasonable time. Such deletion

and removal must take place immediately if the presence of such data interferes with or

is likely to interfere with the safe, efficient, and orderly operations of the Alleghany County School System.

F. PROHIBITED USES

AN EMPLOYEE SHALL NOT ENGAGE IN PROHIBITED USES OF TECHNOLOGY RESOURCES. PROHIBITED USES INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO, THE FOLLOWING:

1. General Prohibited Uses

Prohibited uses include all prohibited uses contained in the Alleghany County School System's General Use Policy for All Users (Policy 10100).

2. Improper Destruction of Public Records

Any electronic record that pertains to the conduct of business of the Alleghany County School System is a public record and may not be destroyed or altered in any way unless permitted by law and local rules and procedures.

3. Improper Disclosure of Confidential Information

Employees shall not disclose to unauthorized recipients any electronic file or other information that is protected from such disclosure by law or local policy. This includes but is not limited to protected personnel files, student records, or other organizational data that is exempt from public records rules.

4. Unauthorized Websites and Other Electronic Postings

Employees shall not, without proper authorization, send or post webpages, e-mail messages, blogs, or other electronic communications that bear the name of, represent, or otherwise imply the sponsorship or activity of the Alleghany County School System. This prohibition includes, but is not limited to, school, class or club related webpages, blog sites, listserv communications, social networking, or other website postings and communications.

5. Improper Instructional Uses

Instructional staff and supervisors shall not engage in instructional uses of technology resources that are contrary to policies and rules governing such uses, including Policy

10400 as adopted or revised.

6. Use of Personal Technology Resources to Conduct School Business

Unless otherwise authorized or approved by proper supervisory staff, employees shall not use personal electronic devices to create, store, transmit or otherwise process electronic data and communications when such use involves any of the following:

- a. Private, confidential, or otherwise sensitive educational or school system-related information, or
- b. School system public records when such information is not also contained in appropriate computer or other electronic media owned or controlled by the Allegheny County School System, or
- c. School system information when such use otherwise impedes or is intended to impede the ability of the Allegheny County School System from complying with all public records, record retention, open meetings, and related laws and rules.

Examples of such prohibited conduct include, but are not limited to:

- Using a personal computer, laptop, or other similar device to view or store confidential student, employee, or other system-related records;
- Using a personal digital camera or cell phone to create, store, or transmit pictures, records, or other information that is otherwise protected from public disclosure;
- Using personal e-mail to conduct school business;
- Posting or storing protected school or job-related information on a private, non-system website or other technology venue.

G. POTENTIAL SANCTIONS AND LIABILITY

An employee who violates any of these policies may be subject to disciplinary or other legal actions initiated by the Allegheny County School System, other government agencies, and/or by aggrieved persons or entities. Such actions may include, but are not limited to, one or more of the following:

1. Warning or reprimand;
2. Curtailment, suspension, or revocation of technology resource privileges;
3. Suspension with or without pay;

4. Demotion or loss of salary;
5. Termination of employment;
6. Licensure sanctions;
7. Personal civil liability and damages for conduct within and/or outside the scope of the employee's duties;
8. Conviction for a criminal offense.

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