

## **SUBJECT: LIMITED PERSONAL USE OF TECHNOLOGY RESOURCES**

Churchville-Chili Central School District (CCCSD) will provide staff access to various computerized information resources through the District's computer and telecommunications system (DCTS) consisting of hardware, computer and telecommunication networks and electronic communication systems.

DCTS access is provided to employees of CCCSD for the purpose of advancing the goals of the district and is vital to many positions throughout the district; therefore it must be used with respect and in accordance with the goals of the position. This must always be the primary rationale for use of these services.

The distribution of district-wide e-mail to all staff will be limited so as not to interfere with employees' assigned duties.

Messages that are intended to advertise a specific fundraiser or event will not unduly impose on or take advantage of the broad district-wide e-mail account members. Use of designated and voluntary e-mail lists should be used for targeted e-mail account members who have identified their interest in a specific group or organization, e.g. E-news for a PTO or Booster Club.

Use of district-wide e-mail distribution lists must be pre-approved by district level administration. Use of building-wide e-mail distribution lists must be pre-approved by building level administration. Once approved, a statement that the message was approved by building or district administration should appear at the end of the message. (Refer to Regulation 5840.1R, E-Mail Acceptable Use)

Authorized users of the DCTS may also use the DCTS for *limited personal use*. Regulations to this policy outline the meaning of *limited personal use*. Staff members who engage in unacceptable use outside the scope of this definition may lose this privilege, be subject to further discipline in accordance with applicable collective bargaining agreements, and/or may face legal actions.

Access to all computerized information resources through the DCTS may be monitored and shall be subject to disclosure.

CCCSD does not accept liability for any loss or damage suffered by an employee as a result of that employee using the DCTS for personal use.

(Continued)

# POLICY

Churchville-Chili Central School District

2023

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Non-Instructional/Business Operations

## **SUBJECT: LIMITED PERSONAL USE OF TECHNOLOGY RESOURCES (CONT'D.)**

NOTE: Refer also to: Policy #3260--Booster Clubs/Parent Teacher Organizations and Other Sponsoring Organizations

Policy #5840--E-Mail Acceptable Use

Policy #5843--Faculty/Staff Laptops and Tablets

Policy #7420--Sports and the Athletic Program

Policy #7450--Fund Raising by Students

Adopted: 6/9/2009

Revised: 9/28/2010

Reviewed by Superintendent, Assistant Superintendent for Business Services and IT Director on 10/30/2023 with no recommended changes; approved by BOE on 11/7/2023.