



ELECTRONIC COMMUNICATION

The District provides and maintains voice-mail, fax machines, computers, Internet access and email for employees' use in order to provide an efficient environment in which to fulfill District responsibilities. Employee communication and use of these systems shall be held to the same standards as all other professional communications. The District's computers, network, internet and other technologies do not constitute a public access service or public forum.

Employees are expected to exercise responsible behavior when on the network and only use computers for educational material suitable to a school setting. Employees who use the systems inappropriately may be subject to loss of access privileges and other appropriate discipline.

Inappropriate uses include, but are not limited to:

- communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene or harassing messages that would constitute harassment of others;
- unauthorized attempts to access, retrieve, read or listen to another person's computer, email or voice-mail account without prior authorization;
- transmission of sensitive, confidential or proprietary information to unauthorized persons or organizations;
- downloading, displaying or printing distasteful or offensive materials, including without limitation, "adult", racist or hateful materials, or visual depictions that are obscene, or child pornography; and/or,
- illegal or unethical activities or other activities that could adversely impact the District.

Occasional personal use of the Internet and email is permitted, but limited to times which do not interfere with the employee's position responsibilities. Communication over District networks is not considered private.

The District reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted, or maintained on any of the District's computer or electronic communication systems.

Reference: *Board Policy 2531* Copyrighted Works
Board Policy 5136 Personal Communication Devices
Board Policy 7530.01 Board-Owned Personal Communication Devices
Board Policy 7530.02 Staff and School Officials Use of Personal Communication
 Devices
Board Policy 7540.01 Technology Privacy
Board Policy 7540.02 Web Content, Services, and Apps

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Approved 09-12-11

<i>Board Policy 7540.03</i>	Student Education Technology Acceptable Use and Safety
<i>Board Policy 7540.05</i>	Assistive Technology and Services
<i>Board Policy 7540.06</i>	Electronic Mail
<i>Board Policy 7541</i>	Electronic Data Processing Disaster Recovery Plan
<i>Board Policy 8605</i>	Use of Electronic Wireless Communication Devices by District Employees Who Operate District-Owned or Operated Vehicles

<i>Wisconsin statutes:</i>	§943.70
	§947.0125