

Board of Trustees Douglas County School District

PROGRAM

INFORMATION TECHNOLOGY

The District requires employees to use District information technology resources (including District-owned computer systems, networks, telecommunications, and devices, and electronic communication tools) in a lawful, professional, and responsible manner that supports the mission and purpose of the District. Employees are prohibited from using District information technology resources, or representing themselves as acting on behalf of the District through electronic communications, in a manner that unlawfully discloses confidential information, violates anti-harassment or discrimination laws or District policy, materially disrupts District operations, or falsely purports to speak on behalf of the District without authorization.

This policy applies to all employee use of District-owned information technology resources and to employee electronic communications or publications, whether on District or personal devices, when the employee is acting in an official capacity or when the communication reasonably appears to be on behalf of the District.

The District will not require employees to disclose passwords or access to personal social media accounts, consistent with NRS 613.135, but may require access to District-owned accounts and systems as necessary to conduct District business.

Employee use of information technology must comply with applicable law and District policy, including but not limited to policies on confidential information, student records, workplace harassment and discrimination, records retention, and personnel conduct.

[See Administrative Regulation 225 – Information Technology and Electronic Communications for detailed standards of use, security, privacy, and social media.](#)

Reference: NRS 613.135

Adopted: November 9, 1999

Revised: June 10, 2014

Revised: July 17, 2026