

ADMINISTRATIVE REGULATION

No. 225

Board of Trustees Douglas County School District

INFORMATION TECHNOLOGY ACCEPTABLE USE

1. Privacy

Employees should have no expectation of privacy when using District-owned technology resources, systems, devices, or networks, except as otherwise provided by law, including when accessing personal accounts through District-owned devices or networks. 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 may monitor technology resources for purposes including system security, protection of District records, prevention of unlawful or inappropriate conduct, compliance with public records obligations, and maintenance of effective District operations.

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, mobile devices and fax machines, belong to the District and, as such, are provided for educational and operational use. Very limited or incidental use by employees for personal, non-business purposes are 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 represent personal views as official District positions or disclose confidential or protected District information.
- 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 storage device, must ensure the files and disks are scanned with the District's current virus detection software before installation and execution. Employees shall comply with all applicable copyright, licensing, and intellectual property laws.
- 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.

ADMINISTRATIVE REGULATION

No. 225

Board of Trustees Douglas County School District

- 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. Employees using personally-owned devices for District business may also be subject to applicable public records laws, records retention requirements, and litigation hold obligations.

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, or indicative of illegal activity. This includes conduct directed toward any individual based on legally protected classification under federal or state law.
- b. Sending receiving, or storing chain letters.
- c. Subscriptions to newsletters, advertising, "clubs", or other periodic email which is not necessary for the performance of the employees' assigned duties.
- d. Sending, receiving, or storing solicitations on behalf of any club, society, philanthropic or similar organization.
- e. Union-related communications shall be governed by applicable negotiated agreements and law.
- f. Using District technology resources for political campaigning, solicitation, or fundraising unrelated to official District business.
- g. Using District technology resources for religious solicitation unrelated to official District business.
- h. Conducting outside employment in any manner.
- i. Engaging in illegal, fraudulent, defamatory, or malicious conduct.
- j. Making knowingly false statements, unlawfully harassing statements, or unauthorized disclosures of confidential information regarding the District, students, employees, or members of the public.
- k. Downloading, uploading, storing, or transmitting unauthorized.
 - 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.

ADMINISTRATIVE REGULATION

No. 225

Board of Trustees Douglas County School District

- p. Breaching or attempting to breach District cybersecurity protections, filters, monitoring systems, or other security measures, including introducing malicious software or viruses.
- q. Using District technology resources for personal, non-work-related purposes.

[See Policy related to this Administrative Regulation](#)
[Form 225A, Staff](#)
[Form 225B, Students](#)

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