Staff Personnel

Series 400

Policy Title   Staff Technology Use

Computers are a powerful and valuable education and research tool and, as such, are an
important part of the instructional program. In addition, the school district depends upon
computers as an integral part of administering and managing the schools’ resources, including
the compilation of data and recordkeeping for personnel, students, finances, supplies and
materials. This policy outlines the board’s expectations in regard to these different aspects of the
school district’s computer resources. Employees must conduct themselves in a manner that does
not disrupt the educational process. Failure to do so will result in discipline, up to and including,
discharge.

General Provisions

The superintendent is responsible for designating a Technology Facilitator who will oversee the
use of school district computer resources. The Technology Facilitator will prepare in-service
programs for the training and development of school district staff in computer skills, appropriate
use of computers and for the incorporation of computer use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use
and security of the school district’s computer resources. The school district will make every
reasonable effort to maintain the security of the system. All users of the school district’s
computer resources, including students, staff and volunteers, shall comply with this policy and
regulation, as well as others impacting the use of school equipment and facilities. Failure to
comply may result in disciplinary action, up to and including discharge, as well as suspension
and/or revocation of computer access privileges.

Usage of the school district’s computer resources is a privilege, not a right, and that use entails
responsibility. All information on the school district’s computer system is considered a public
record. Whether there is an exception to keep some narrow, specific content within the
information confidential is determined on a case by case basis. Therefore, users of the school
district’s computer network must not expect, nor does the school district guarantee, privacy for e-
mail or use of the school district’s computer network including web sites visited. The school
district reserves the right to access and view any material stored on school district equipment or
any material used in conjunction with the school district’s computer network.

The superintendent, working with the appropriate staff, shall establish procedures governing
management of computer records in order to exercise appropriate control over computer records,
including financial, personnel and student information. The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
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- record retention, and
- disaster recovery plans.

Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee’s job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don’t want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the building principal.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

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Legal Reference: (Code of Iowa)

Iowa Code 279.8 (2011)
281 I.A.C. 13.35. .26

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Related Administrative Rules and Regulations: