

General Personnel

5:125 Employee Technology Use - Communication Through Technology and Use of Personal Technology on District Property

This policy governs various aspects relating to employee use of technology. Specifically, this policy addresses: (1) staff use of personal technology on District property; and (2) staff communication with students, parents, other staff, and community members through technology for school-related purposes.

1. Use of Personal Technology on District Property

- Expected Conduct

District employees may bring personal technology on District property and may keep such technology powered on during the work day. Employees may only use or access personal technology for personal use, however, during non-work times or hours. Personal use is any use that is not directly related to the employee's District employment functions, and includes, but is not limited to, accessing personal email and personal social media websites such as Twitter, Facebook, and others for purposes not specifically approved in writing by District or building administration. Any duty-free use must occur during times and at places that will not lead to a disruption of the school environment or operations, as reasonably defined by the District.

- Expectation of Privacy/Indemnification

District employees do not have an expectation of privacy in materials accessed on the District's internet network or using other District technology (e.g., other technology owned by the District), even if accessed or used through personal technology.

When using personal technology at school, school-related, or school sponsored events, District employees assume all risks associated with such use, including students viewing inappropriate Internet material through the personal technology. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and for indemnifying the employee for any risks associated with such use. **Employees who use personal technology on or at any District, District-related, or District-sponsored property or event agree by such use to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to, or arising out of such use.**

- Potential Discipline

Violations of this policy may result in disciplinary action, including but not limited to a prohibition from possessing and/or using personal technology at school, discipline, and/or termination.

2. Communication Through Technology

This policy governs employee use of electronic forms of communication to communicate with students, parents, other staff, and community members for school-related purposes both during and outside of school hours. Electronic forms of communication are technological means of

communicating, including email, web sites, blogs, text messaging, and social media web sites such as Twitter, Facebook, and others. This policy applies equally to electronic communication that occurs on District technology (e.g., computers and other technology owned by the District) and on an employee's personal technology.

- Expected Conduct

All District employees who use electronic forms of communication to communicate with students, parents, other staff, or community members must adhere to the same high standards as required for face-to-face communication with those same individuals, including all relevant policies and procedures of the District.

- Methods of Communication

All District employees shall use District email to communicate with students, parents, other staff, and community members regarding District business whenever possible. District employees may use District approved electronic forms of communication where available as an alternative method of communication with students, parents, other staff, and community members (e.g., the District website).

If an employee wishes to use other types of electronic forms of communication (including but not limited to personal email, personal social networking websites, or text messaging) to communicate with students, parents, or members of the community about District business, the employee must have prior written approval from building administration before doing so. **Any employee who communicates with students, parents, other staff, or community members about District business through such electronic forms of communication (regardless of whether it occurs on District technology or personal technology) has no expectation of privacy from the District regarding that communication. Use of electronic forms of communication to communicate with students, parents, and members of the community regarding District business is an agreement by the District employee that the District, at its discretion, may require the employee to relinquish control over personal electronic forms of communication and/or personal technology for the District to review such communications.**

- Confidentiality of Student Information and School Student Records

District employees shall comply with all policies and procedures that govern confidentiality of student information when using electronic forms of communication on both District and personal time, including posting images and private information about students on electronic forms of communication. It is the District employee's responsibility to maintain school student records as required by the *Illinois School Student Records Act*, even if those records are stored on personal electronic forms of communication or personal technology.

- Potential Discipline

District employees can be subject to discipline for misconduct relating to communication with though technology, even if that misconduct takes place outside of normal school/business hours and/or on an employee's personal technology, if there is a sufficient connection between the misconduct and the employee's job functions. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students, parents, and other staff that is inappropriate as

defined by District policy and procedures to the extent allowed by applicable law.

Adopted: April 25, 2023

Rondout SD 72
