

1 **3044**

2 **Incidental or De Minimis Use of Public Resources**

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4 The board prohibits its members and employees from using public resources
5 for personal or political purposes as prohibited in the Nebraska Political
6 Accountability and Disclosure Act ("Act"). However, the board recognizes
7 that incidental or de minimis uses of public resources are sometimes
8 necessary and within reason. The purpose of this policy is to comply with
9 the Act and to authorize certain uses of public resources as permitted by the
10 Act.

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12 The following uses of public resources are permitted as incidental or de
13 minimis:

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- 15 • Limited communications with family members or other non-district
16 employees for personal purposes, such as e-mails or text messages
17 with a spouse using district hardware, software, internet, accounts, or
18 other public resources so long as this communication does not distract
19 from or interfere with employees performing their official duties, with
20 interference determined in the sole and unfettered discretion of an
21 employee's supervising administrator;
 - 22 • Traveling to or from the person's home when the primary purpose
23 serves the interests of the district. If an employee is unsure whether
24 the primary purpose serves the interests of the district, the employee
25 should obtain the approval of his or her supervising administrator, who
26 is authorized to make that determination under this policy;
 - 27 • Making a limited number of copies of personal documents when the
28 person cannot make alternative arrangements;
 - 29 • Using personal social media accounts or accessing appropriate
30 websites which are consistent with the district's digital citizenship
31 curriculum while off duty;
 - 32 • Using district-owned computer programs, such as Word, Excel, Adobe,
33 and others for personal purposes while off duty;
 - 34 • Any other uses contained in the collective bargaining agreement or
35 individual contract of the employee;
 - 36 • Other uses by employees authorized by the superintendent or
37 superintendent's designee. The board intends to allow the
38 superintendent to authorize such uses on a case-by-case basis to the
39 maximum extent permitted by the Act; and
 - 40 • Other uses by the superintendent or board members authorized by the
41 board president. The board intends to allow the board president to
42 authorize such uses on a case-by-case basis to the maximum extent

43 permitted by the Act

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45 All uses pursuant to this policy must be (1) consistent with other district
46 policies, (2) consistent with the provisions of Title 92, Nebraska
47 Administrative Code, Chapter 27 (Nebraska Department of Education "Rule
48 27"), and (3) reported as compensation in accordance with the Internal
49 Revenue Code of 1986, as amended, and taxes, if any, are paid. It is the
50 responsibility of each board member or employee to account for their own
51 tax liability, and the district will not indemnify or account for any personal
52 use of public resources by the board member or employee.

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54 All of the provisions of Rule 27 will apply to non-certificated staff for the
55 purposes of this policy. In addition, employees may not use the school's
56 internet, computers, or other technology to access obscene or pornographic
57 material, sext, or engage in any illegal activities.

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61 Adopted on: July 13, 2017

62 Revised on: December 11, 2018

63 Reviewed on: July 13, 2017; December 11, 2018

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