

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of TECHNOLOGY PRIVACY
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#### 7540.01 - **TECHNOLOGY PRIVACY**

The Board ~~of Education~~ recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All Board-owned District technology resources (as defined in Bylaw 0100) are ~~the Board's property and are~~ to be used primarily for business and educational purposes. The Board retains the right to access and review all information resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private. Board-owned technology resources may also be referred to as District technology resources and includes all those technology resources purchased by or authorized for acquisition and/or usage by the Board in the District's activities.

Review of such information may be done by the District with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

~~Personal messages via Board owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District technology resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

~~District technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.~~

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All District technology resources and District information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on the Board's computers/servers without the express permission of the Superintendent or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the Director of Technology. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

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Legal	948.11, Wis. Stats.
	995.55, Wis. Stats.
	947.0125, Wis. Stats.

Last Modified by Jennifer Hagemann on October 18, 2019