

South Kortright Central School District Policy 9180

- Required
- Local**
- Notice

STAFF USE OF PERSONAL ELECTRONIC DEVICES FOR WORK-RELATED DUTIES

The Board of Education authorizes staff use of personal electronic devices to access the district's computer network to carry out job duties in accordance with this policy. Any other staff use of personal electronic devices must not interfere with performance of work responsibilities or disrupt school operations.

If a staff member wishes to use his/her personal device the following is required:

- Register the device with the *District Network Administrator* using the appropriate district procedure.
- Abide by the rules of acceptable network use outlined in policy 8630, Computer Resources and Data Management and its associated regulation.
- Use only the district's network to access the Internet or district applications while on school grounds; do not use other gateways to the Internet to conduct district business.

Staff members who choose to use their own personal device will not be reimbursed or receive an annual/monthly allowance.

Maintenance and repair of personal devices is the staff person's responsibility. The district's technology department will not service or repair any personal device. The District reserves the right to terminate access to the network at any time.

Privacy

To ensure district compliance with federal and state confidentiality requirements, the district's technology department will monitor district computer network activity. The district maintains its right to access and monitor the district's network. In order to avoid an invasion of privacy of personal devices, staff is advised to keep all district files separate from personal files by properly using the district's computer network to perform work functions and maintain district records. Employees should not have an expectation of privacy if the district's network is used for personal purposes.

Violations of Policy

Violation of this policy may result in revocation of permission to use a personal electronic device for work purposes and/or discipline of the employee in accordance with applicable negotiated agreements.

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Separation from Employment

When staff leaves district employment access to the district's network will be discontinued.

The Superintendent, or his/her designee, will develop procedures and maintain records to implement and monitor this policy.

Cross-ref: 1120, District Records
 5500, Student Records
 8630, Computer Resources and Data Management

Adoption date: 9/17/2018