

**STAFF ACCEPTABLE USE OF INFORMATION TECHNOLOGY AND COMMUNICATIONS RESOURCES**

Technology resources are provided for staff and students of the Richfield School District to explore educational topics, conduct research, create content, and exchange information with others in the educational world. Technology is an essential part of preparing children for life in the 21<sup>st</sup> century to become contributing members of the global society and successful future employees.

Employees are expected to conduct themselves in an appropriate, efficient, ethical, and legal manner when using the Richfield School District technology resources. The use of information technology and communication resources is a privilege, not a right. The district expects that staff will learn to use technology and communication resources and apply them in appropriate ways to the performance of tasks associated with their positions and assignments. Failure to abide by the rules governing the use of technology resources may result in a forfeiture of that privilege and/or disciplinary action. Employees are expected to communicate in a professional manner consistent with applicable state and federal laws and regulations. Email and telecommunications are not to be utilized to share confidential information about students or other employees.

Communications using information technology resources may be considered public record; therefore, general rules and standards for appropriate professional behavior will apply. The district reserves the right to review files and communications, including any personal communications conducted through district equipment. Communication and files stored may be subject to disclosure pursuant to public records requests. Staff is personally responsible for all use of their accounts.

Employees shall not use district-owned equipment, information technology or communication resources for private business ventures, personal gain, political promotion or campaigning, or any illegal activity. Use of such resources for illegal activity may be cause for termination, consistent with applicable employee bargaining agreement and/or district policy. The district will cooperate with legitimate law enforcement investigations.

Each employee shall be given a copy of this policy and its implementing procedures and shall sign an acceptable use policy before establishing a network account. The policy will be included in employee handbooks and staff is responsible for complying with the provisions. The District reserves the right to amend its policies and procedures regarding employee access to networked information resources and acceptable use agreements. The board expects that staff will adhere to the conduct and behavior established by the rule accompanying this policy.