

POLICY RELATING TO PERSONNEL MANAGEMENT

EMPLOYEE USE OF INFORMATION TECHNOLOGY

The Wachusett Regional School Committee encourages the use of available technology by employees or approved District users as a tool to assist them in performing their respective duties. The District's information technology is designed to promote both professional and personal development of all staff members.

The computer, electronic mail, internet access, and voice mail systems are District property and are intended for official District business. District business includes but is not limited to communication between and among staff members and with individuals and professional or educational organizations outside of the District. Excessive or inappropriate personal use of these systems may result in disciplinary action. Under no circumstances is District information technology to be utilized to solicit, harass, or offend any other employee or individual nor is it to be utilized for any inappropriate or unlawful purpose. Derogatory, defamatory, obscene or otherwise inappropriate messages are strictly prohibited. District information technology shall not be used to send commercial messages.

The District's information technology systems store and record information transmitted via e-mail and this record cannot be deleted by the user. The District may conduct monitoring of messages. Transmissions are District property and should not be considered confidential or private. By using the District's information technology systems, the employee or user is expressly consenting to such monitoring.

Employees or users are prohibited from sending highly sensitive or confidential District information related to any other employee, a District student or other matter. Under no circumstances may confidential information be transmitted outside of the District without the express prior approval of the superintendent.

In consideration of the District providing the use of the technology, the user agrees to indemnify and hold harmless the District regarding any claims, costs and/or damages incurred by the District resulting from the use of the technology in violation of District policy.

The District disclaims any liability for damages incurred resulting from the use of the technology by an employee or user.

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EMPLOYEE USE OF INFORMATION TECHNOLOGY (continued)

A reference to this policy shall be included in the District's employee handbook and shall be publicized to employees upon approval and once annually thereafter.

First Reading: 04/27/98

Second Reading: 05/19/98

WRSDC Policy 5234.1