

( ) Required

**(X) 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 the performance of work responsibilities or disrupt school operations. While on the district's network (wired or wireless), staff who connect their personal devices agree to the Policy for District Technology 4526 and will have the same internet filtering imposed as if on a district owned computer.

A Personal Device is defined as an electronic device (laptop, tablet, iPad, smartphone, etc.) used personally by a staff member and not a device used by students. Faculty and staff are not permitted to acquire (through purchase, grant, donation, etc.) any hardware (computers, tablets, printers, workstations, servers, routers, network switches, etc.) that are not purchased, managed and maintained by the District Office of Instructional Technology. Hardware not acquired through the Office of Instructional Technology will not be installed or added to the district's network regardless of means of acquisition.

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

- Register the device with the district's Administrator for Instructional Technology using the appropriate district procedure.
  - *To register a personal device on the network, staff will join their device to the "CI-WiFi" wireless network and log in using their personal district credentials. Once they log in, the device is registered.*
- Registered devices will receive a temporary lease and must be re-registered daily.
- Abide by the rules of the Policy for District Technology outlined in the policy, and Computer Resources and Data Management and its associated policies, regulations and district standards.
- 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.
- Registration instructions may change as wireless technology and wireless management changes. Registration instructions will always be available via the Technology Department website.

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.

**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.

**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  
                  4526, Policy for District Technology  
                  5500, Student Records  
                  8630, Computer Resources and Data Management

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