

**REVISED POLICY - VOL. 9, NO. 1**

**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 ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ District Technology Resources (as defined in Bylaw 0100) are the Board's property and are to be used primarily for business 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 ~~information contained on such systems is confidential or private~~ personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Board with or without 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. ( ) All passwords or security codes must be registered with the Board [end of option]. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

~~Computers, electronic mail, and voice mail~~ District Technology Resources are to be used for business and educational purposes. 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 ~~the Board's computer and voice mail systems~~ 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.

~~The Board is interested in its resources being properly used.~~ 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 ~~computers and any information or software contained therein are~~ District Technology Resources and District Information Resources are the property of the Board. Staff members shall not copy, delete, or remove any ~~information or data~~ information/data contained on ~~the Board's computers/servers~~ District Technology Resources without the express permission of the Superintendent ~~or designee~~ or communicate any such information to unauthorized individuals. In addition, staff members may not copy software ~~on onto~~ any ~~Board computer~~ District Technology Resources and may not bring software from outside sources for use on ~~Board equipment~~ District Technology Resources without the prior approval of the technology director. Such pre-approval ~~will~~ shall include a review of any copyright infringements or virus problems associated with such outside software.

West Virginia State Board of Education ~~Policy~~ policy 2460  
WV Code St. R. 126-41-1

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