

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

PROPERTY
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EMPLOYEE ACCESS TO NETWORKED INFORMATION RESOURCES

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As employees are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide employees with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance requires review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The District reserves the right to access information in cases where there is cause to expect wrong-doing or misuse of the system.

The Board directs the Superintendent to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner and to comply with Federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students, administrators, or other employees.

The Board encourages employees to make use of telecommunications tools for school-related purposes to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the District and will help employees stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

The District shall employ technology protection measures to filter and block inappropriate sites, including but not necessarily limited to those with visual depictions that are obscene or child pornography.

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