



SECTION V: EMPLOYEES

POLICY 5390

USE OF DISTRICT COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES

The District encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research and administrative purposes. The District owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

Personal Responsibility

Persons using District computing and electronic communication facilities and services bear the primary responsibility for the material they choose to access, send or display. The District cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

Business Use/Permitted Personal Use – Limited

Generally, electronic communication equipment and services must be used only for authorized business activities. Personal use is permissible as long as it: (a) does not consume more than a trivial amount of resources, (b) does not interfere with employee productivity, (c) does not preempt any business activity and (d) results in no charge to the District. An example of limited permissible personal use would be to confirm an appointment, acknowledge receipt of an invitation, or to advise a sender that you are not permitted to use the District's electronic and computing resources for personal matters. Users are prohibited from using the District's electronic communication equipment and services for charitable endeavors, private business activity, amusement/entertainment purposes, or for other non-school purposes. Furthermore, employees are reminded that the use of the District's technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

Inappropriate Use of Internet

Inappropriate use of District Internet and electronic communications shall include, but is not limited to:

1. Unlawful or malicious activities
2. Proprietary purposes
3. Misrepresentation of any kind
4. Chain letters or overly broad mass mailings or postings not approved by the District
5. Use of obscene or harassing language, or derogatory remarks or symbols in electronic communication as to employees, students, patrons, clients, competitors, or others
6. Congesting or disrupting networks and systems
7. Embarrassing, denigrating, or libeling any individual or organization
8. Expressing or implying District endorsement of commercial products not its own



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9. Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or providing information where such can be accessed.
10. Harassment, including unwanted telephone calls, electronic mail, and internal mail
11. Accessing and viewing materials in a manner which would create a hostile working and/or educational environment

See also the District's Policy regarding Internet Safety and its more detailed statement of inappropriate usage of technology resources.

Privilege of Use

Use of the Internet is a privilege which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or District policy, shall be required to cease those activities. Any supervisor, or, in the case of students, any teacher who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this Policy. Persons who violate this Policy will be subject to the suspension or revocation of use privileges, or any other District disciplinary action deemed appropriate by the superintendent.

Reporting Inappropriate Use

District employees are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. The recipient should promptly report such communications to their supervisor, instructor or principal. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Superintendent.

No Right of Privacy

Employees do not have a right of privacy with respect to the use of electronic communications. The content of electronic mail may be monitored and the usage may be monitored to support operational, maintenance, auditing, security, investigative activities, and otherwise to ensure proper use of electronic communications. Employees should structure their communications in recognition of the fact that the District may examine the content of electronic communications. No employee should have any expectation of privacy with respect to the use of the District's electronic communication systems.

Limitation of Liability

The District will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The District specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revised, November 12, 2018.