

SCHOOL DISTRICT OF THE MENOMONIE AREA

527

STAFF ACCEPTABLE USE OF DISTRICT TECHNOLOGY AND ELECTRONIC COMMUNICATION RESOURCES

The School District of the Menomonie Area provides staff with access to the District's technology systems, including information technology and electronic communication resources, for the purpose of supporting teaching and learning. Access is also provided as a means to enhance communication and collaboration within the District, boost productivity, assist employees in improving their skills (professional development), and assist in the sharing of information with the local community. Among the resources within the scope of this policy and its implementing rules are the following: the District's Internet, digital communications (including email and social media), telephones (including cell phones and the voicemail system), computer equipment and computer systems (whether used on or off campus), removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

The District's technology systems shall be used primarily for educational and administrative purposes. However, limited personal use is permitted during non-instructional and non-supervisory time. Excessive personal use of District technology resources may result in disciplinary action. The District's technology systems may not be used for commercial purposes, defined as offering or providing goods or services. District purchasing policies and procedures shall be followed for District purchase of goods or services through these resources. Access to and use of the District's technology systems by employees requires adherence to District policies and rules, provisions of the Employee Handbook, and state and federal laws and regulations. Violations may result in disciplinary action and/or referral for prosecution under applicable laws.

Users of District information technology and communications resources shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District. The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

LEGAL REF.: Sections 19.31 - 19.37 Wisconsin Statutes
 19.62 – 19.80
 120.12(1)
 120.44
 943.70
 947.0125
 995.55
 ADM 2, Wisconsin Administrative Code
 Children's Internet Protection Act

Federal Copyright Law [17 U.S.C.]
Electronic Communications Privacy Act [18 U.S.C. § 2510-2522]
Technology Education and Copyright Harmonization Act (TEACH Act)
Federal Family Educational Rights and Privacy Act

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CROSS REF.: 527-Rule, Staff Rules for Acceptable Use of District Technology and
Communication Resources
527-Exhibit, District-Issued Employee Device Responsibilities
330, Curriculum Direction
346, Student Records
361, Educational Materials Selection and Evaluation
362, Acceptable Use of Internet & Technology Resources
411.1, Bullying
512, Employee Harassment
522.3, Staff Suspension-Dicipline
525, Personnel Records
672, Purchasing
823.2, Electronic Storage of Public Records
Employee Handbook

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/s/ James Swanson
Clerk