

Employee Use of District Information Technology

To support its educational mission, Mapleton Public Schools provides its employees with information-technology resources, such as computers, networks, Internet access, and electronic mail accounts. District information technology should therefore be used in a manner consistent with this mission, such as for district business and teaching-related activities, rather than for personal use.

Employees have no expectation of privacy when using any form of District information technology. All material accessed, sent, or received through District information technology remains the property of the District, and the District has the right to monitor, inspect, copy, and store all records of the usage of its information-technology resources, including but not limited to copies of emails sent and received by employees and records of what websites or files employees have accessed. This includes materials that have been “deleted.” Records of employees’ use of District information technology may constitute public records subject to disclosure under the Colorado Open Records Act, or may otherwise be required to be disclosed under applicable law.

Information technology may fail or become unstable from time to time, leading to loss of data or service interruptions, and the District therefore makes no warranties of any kind related to its information technology. District information technology also should not be regarded as a secure medium for accessing or communicating sensitive or confidential information.

Electronic mail messages produced or stored using District information technology generally do not need to be retained and archived in accordance with the State Archives laws. If, however, the recipient has previously segregated and stored such messages as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the District, or because of the value of the official District data contained therein, then such messages must be retained, archived, and destroyed in compliance with State Archives law. Electronic records that constitute student records, personnel records, or other records for which specific record-retention requirements apply, and for which paper or other tangible copies are not retained, must also be retained in the same manner as paper or other tangible copies of such records.

Use of District information technology is a privilege and not a right. In addition to regulations specifically concerning information technology, general policies and regulations governing employee conduct shall apply to the use of District information technology. Violations of such policies and regulations may result in the loss of the privilege to use some or all of the District’s information-technology resources, discipline (including dismissal), the institution of legal proceedings against the employee, and referral to law-enforcement authorities.

The Superintendent shall have the power to develop and maintain regulations regarding and be responsible for overseeing the implementation of this policy. The Superintendent or designee may develop additional administrative procedures or rules governing the management and operations of the District's information technology, and may delegate specific responsibilities to building principals and others as deemed appropriate.

Adopted: September 28, 2004

LEGAL REFS.: C.R.S. 22-32-110(1)(kk)
C.R.S. 24-71.3-101 to -121
C.R.S. 24-72-201 to -204.5
C.R.S. 24-80-101 & -102

CROSS REF.: JS, Student Use of District Information Technology