

Use of Interlocal Computers and Devices/Privacy Rights

Interlocal issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered Interlocal property and shall be subject to unannounced monitoring by Interlocal administrators. Unauthorized access to and/or unauthorized use of the Interlocal server or security system (including, but not limited to, surveillance footage) is also prohibited. The Interlocal retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

Software acquired by staff, using either Interlocal or personal funds, and installed on Interlocal computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the Interlocal office.

Installation

No software, including freeware and shareware, or other applications may be installed on any Interlocal computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the director's approval to be installed on any Interlocal server or computer.

Hardware

Staff shall not install unapproved hardware on Interlocal computers or make changes to software settings that support Interlocal hardware.

Audits

The administration may conduct periodic audits of software and applications installed on Interlocal equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using Interlocal e-mail or other official communication systems. Any e-mail or computer application or information in Interlocal computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned Interlocal responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the Interlocal for replacement of or repair to Interlocal issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.