

ADMINISTRATIVE PROCEDURE

BOARD USE OF DISTRICT'S COMMUNICATIONS EQUIPMENT

Board members may be provided by the District with communications equipment, including computers, fax machines, and other electronic communications equipment, for the purpose of conducting District-related business. Specifically, the District intends to provide board members with equipment that will send, receive, and print electronic communications. The District will purchase this equipment, pay for its installation, and the monthly usage costs. Board member use of such equipment is subject to the following guidelines and other limitations set forth in this procedure.

**Guidelines:**

Discretion should be used by board members for personal use of the equipment and in discussing confidential or sensitive information on District communications equipment, because such transmissions are not necessarily secure and may be subject to Open Records requests.

In the event that a board member must use the District's communications equipment for personal or non-business use, the board member is to reimburse the District for the direct costs related to the usage. Direct costs may include cost of paper, ink, repairs, and telecommunication costs that the District provides for the equipment if the equipment is used for District purposes only. Board members, as part of the monthly usage review for billing purposes, shall notify the superintendent or his designee of such personal or non-business use. Additionally, the superintendent or his designee shall review monthly usage bills of such equipment for any personal use, and to contact the board member and seek reimbursement for any such personal use where appropriate.

Board members are also advised that the following behaviors are not permitted on the District's electronic communications equipment:

- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, insulting, or attacking others
- Engaging in practices that may damage the equipment (e.g., loading files that may introduce a virus)
- Violating copyright laws


## Board Use of District's Communications Equipment – 1405P

- Using others' passwords
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the equipment for commercial purposes, financial gain, or fraud
- Violating regulations prescribed by the District
- Promoting, supporting, or celebrating religion or religious institutions

### **Distribution:**

The District's electronic communications equipment will only be distributed to current, active board members. The board member will be given copies of this policy and procedure and will sign an acknowledgment of having reviewed, and agreed to, the policy and procedure before accepting use of the equipment.

Approved:

  
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Kenneth D. Vedra  
Superintendent of Schools

February 14, 2008  
Approved