

Kimberly School District School Board Kimberly School District Board Policies

Policy 5335 - Employee Use of Electronic Communication Devices

The Board recognizes that employees may carry electronic communications devices either district-issued or personally owned and hereby adopts this policy.

District-Issued Communication Devices

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers, citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees may take District issued devices out of the State of Idaho at the discretion of the building principal. The District directs the Superintendent or their designee to establish procedures for employees to request permission to take the device with them.

At the end of the school year, the school will collect all devices from all employees. At the school's discretion, employees continuing under contract for the next school year and/or for the summer school session may be issued devices to support summer school programs, or other work-related activities.

The Technology Director or designee shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which employee.

Care and Safety

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

~~Employees who choose to use a cell phone or PDA issued by the District for regular personal use will pay a reimbursement fee to the District for such personal use.~~

~~The fee shall be determined by the District on a yearly basis. Occasional, limited personal use by an employee does not require a reimbursement fee.~~

~~Employees requested by the District to use their own cell phone for district business shall be reimbursed for such use. The reimbursement shall be determined by the District on a yearly basis.~~

Managing Files

Once details are known about the availability of file space that is shared or is backed up

automatically, the Superintendent or designee will set a procedure for where staff should save important documents.

Staff members should also back up their work frequently.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course taught by staff. Periodic reviews of devices may be made to ensure that employees have deleted software that is no longer required and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

Employees wishing to add additional software onto a device must first obtain the permission of the school's technology department. Each employee is responsible for ensuring that only licensed software pre-approved by the school's technology department is loaded onto their device.

Employees shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to an employee, they shall delete the app or seek assistance from the District's Technology Department in deleting it.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to prevent the downloading of TikTok onto any District devices or via the District's electronic network.

If technical difficulties occur or unauthorized software or any other violation of District policy is discovered on the device, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Email, network usage, and any stored files shall not be considered confidential and may be monitored at any time by designated District staff. The District or its designee may demand the return of the device at any time for inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying, or review of the device, unless there is cause to refrain from doing so, it shall be returned to the employee. Failure to turn over the device upon demand may result in disciplinary action, up to and including termination. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or for any other appropriate District purpose. An employee does not need to be asked for permission prior to remote software maintenance.

Any individual in receipt of a school-issued device does not have the authority to deactivate the remote access feature of the device. Any employee doing such will be subject to discipline and/or reclamation of the device by the District.

Personalizing District-Issued Mobile Computing Devices

While at no time does the device become the personal property of an employee; they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Employees may be permitted to select their own screen savers and backgrounds provided they are appropriate.

Employees may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should employees place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records request under the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.

Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety and/or as specifically authorized under this policy.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other work-related activities events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

District-issued equipment may be used only in a manner consistent with the Code of Ethics for Idaho Professional Educators as well as all State and federal laws relating to electronic communications with students and/or minors.

Any District-issued equipment is to be surrendered back to the District immediately upon request.

Protecting and Storing Devices

Employees are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the school's administration or technology department personnel.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.

Repair of Devices

Employees are to report all device problems to **District technology personnel.**

The Superintendent will issue a document clarifying employee responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Personally Owned Communication Devices

Employees may carry and use personally-owned ~~cellular telephones, pagers/beepers, and PDA's or laptops~~ **electronic communications devices** during the school day on school property, **except that** personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Personal electronic communications devices ~~Cellular telephones and pagers/beepers~~ should not be used during the employee's normal duty times to send/receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. **Personally owned devices should not be used during the employee's normal duty times unless such is being used solely for the purposes of one's job duties for the school.**

Use of **personal electronic communication devices** ~~cellular or audible pagers/beepers~~ should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.

Policy History:

Anticipated First Reading: June 18, 2009

Adopted on: July 16, 2009

Revised on: July 19, 2012

Revised on:

Legal References	Description
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device
	Prohibited
Idaho Executive Order	2022-06