

Kimberly School District #414
REGULAR BOARD MEETING FY26

THURSDAY, NOVEMBER 20, 2025

11-4 2ND READING REVISE/ADOPT 5450, 5450P, 5450F

Policies 5450, 5450P, and 5450F govern Employee Electronic Mail and Online Services Usage within the Kimberly School District. These policies were revised by the Technology Director, aligning with ISBA model policies and reflecting a structural shift from the 3000 series (student-related) to the 5000 series (staff-related) for better categorization.

Summary of Revisions:

- **Clarified Purpose and Scope:** The policies now emphasize that district-provided email and internet systems are primarily for educational and legitimate school business purposes, with limited personal use allowed if it does not interfere with duties or violate policy.
- **Expanded Definitions and Expectations:** The revised language outlines acceptable and unacceptable uses of the network, including specific prohibitions (e.g., TikTok access, anonymous messaging, unauthorized software installation).
- **Privacy and Monitoring:** Employees are reminded they have no expectation of privacy when using district systems. The district reserves the right to monitor and review all communications.
- **Security and Confidentiality:** New guidance is included for handling student records and confidential information securely, with oversight from the district.
- **Software, Equipment, and Wireless Access:** Installation and use of software and devices must be approved by designated personnel. Personal devices may be granted limited access.
- **Outsourcing and Data Protection:** Contracts with vendors must include strict data protection clauses, ensuring district ownership of data and breach of notification protocols.
- **Representation and Records:** Posting district-related content on non-district sites requires superintendent approval. All emails are archived for at least five years.
- **Acknowledgment Requirement:** Employees must sign the 5450F acknowledgment form upon hiring or policy adoption.