



THE SCHOOL BOARD OF COLLIER COUNTY TECHNOLOGY PRIVACY POLICY

7540.01 - TECHNOLOGY PRIVACY

The School Board recognizes its staff members' right to privacy in their personal lives. The Board has established this policy to inform staff members of the Board's position with respect to staff member privacy in the workplace and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the staff member's knowledge. If passwords for security are used they must be registered with the assigned site administrator and does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via District-owned technology should be limited in accordance with the Superintendent's regulations. Staff members are encouraged to keep their personal records and personal business at home. In addition, staff members shall be advised that computers, electronic mail, and voice mail are subject to the provisions of Florida's Sunshine Law.

Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages. Staff members are also prohibited from using District technology for financial gain or business purposes other than School District business.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the District. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

F.S. 119.011