

Employees
Series 400

Policy Title: Responsible Technology Use & Social Networking Code No. 418

Policy Statement

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the Agency depends upon technology as an integral part of administering and managing resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the Agency's technology resources. Employees must conduct themselves in a manner that does not disrupt the educational process and failure to do so may result in discipline, up to and including, discipline under all relevant Agency policies, and discharge for employees.

Scope of Policy

Usage of the Agency's technology resources is a privilege, not a right, and that use entails responsibility. Agency-owned technology and Agency maintained Internet-based collaboration software, social media and e-mail accounts are the property of Heartland AEA. Therefore, users of the Agency's network must not expect, nor does Heartland AEA guarantee, privacy for use of the Agency's network including web sites visited. The Agency reserves the right to access and view any material stored on Agency equipment, within agency-owned software, or any material used in conjunction with the school district's network.

The Heartland AEA Technology Department working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over technology records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Accountability Overview

For purposes of this policy any website, other than the Agency web site and Agency sanctioned web sites, are considered external web sites. Employees and volunteers shall not post confidential or proprietary information, including photographic images about the Agency, its employees, students, agents or others on any external web site without prior written consent from the Heartland AEA Communications Department. Employees shall adhere to all applicable privacy and confidentiality policies adopted by the Agency when on external web sites. Employees need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others. Employees who don't want Agency administrators to know their personal information, should refrain from sharing it on the Internet.

Employees should not connect with students via external web sites without consent of the building administrator. Employees who wish to connect with students through an Internet-based software application that is not Agency-approved must first obtain the prior written consent of the building administrator and Agency supervisor. At all times, no less than two licensed employees must have access to all accounts and interactions on the software application. Employees and volunteers who would like to start a social media site for Agency activities, should contact the Heartland AEA Communications Department.

Employees shall not use Agency time or property on external sites that are not in direct relation to the employee's job duties.

Legal Reference: Iowa Code § 279.8.
282 I.A.C. 25, 26.

Date of Adoption:
May 14, 2024

Reviewed: _____

Amended: _____