

Foster-Glocester Public Schools
Glocester, Rhode Island
Electronic Devices and Communications Policy

For the purposes of this policy, “electronic devices” shall include all computers, all hand-held electronic devices (including, but not limited to, mobile phones, pagers, gaming systems, MP3 players, PDAs, and GPS devices), any devices of the type described as “hand held electronic devices” or performing the same function as those devices that may be installed in district vehicles, all district telephones, and all peripheral devices associated with any of these electronic devices (including but not limited to CD-ROMs, DVDs, Hard Drives, Floppy disks, and Flash Drives).

“Technology resources” shall include all of the district’s wired and wireless networks and all devices associated with those networks, all of the district’s servers, all of the districts information systems, all of the district’s email systems, all of the district’s voicemail systems, and all of the district’s fax machines and fax systems as well as all electronic devices, as described above, when used for any purpose through or on the district’s technology resources, regardless of the owner of the device, as well as while away from district property while using any district-owned device and when connected to any of the district’s technology resources from a remote location.

The purpose of this policy is to protect the security of the district’s technology resources and information systems, as well as to clarify the district’s position regarding privacy of information.

1. Access to technology resources

All access to technology resources is granted at the discretion of the district.

2. Ownership of data

All data created, sent, received, or stored using technology resources are the property of the district and may be accessed by the district at any time.

3. Access to information regarding use of technology resources

The district may have access on a routine basis to phone records, system login and usage records, system backups, voicemail, email, and fax archives, document history, internet history, and GPS logs, as well as other technical information that may be recorded or logged. Any information that may be deleted by an individual user may still be recoverable.

GPS information may be used to determine the location and speed of any district-owned device or vehicle.

4. No expectation of privacy

The district may routinely monitor use of its technology resources and no user of any of these resources should have an expectation of privacy with respect to messages or any data or information created, sent, or maintained using the district’s technology resources.

Passwords are issued for the protection of users, and all users are required to maintain the confidentiality of passwords for gaining access to the district’s technology resources.

Passwords required for gaining access to the district’s technology resources do not confer any right of privacy.

5. Acceptable use

The district's technology resources may not be used to create, send, or maintain any information that is discriminatory, harassing, or defamatory.

The district's technology resources may not be used to violate copyright laws or for any unlawful purpose.

Access to any of the district's information systems is granted to authorized users only, and all use must comply with district policies regarding those systems.

No one may install any software on any electronic device owned by the district or on any of the district's technology resources without permission from the district's Director of Information Technology or designee.

The district reserves the right to limit the use of software on personal electronic devices if that device is making use of the district's technology resources.

6. Right to terminate access

The district reserves the right to terminate anyone's access to the district's technology resources at any time.

7. Personal use of technology resources

The district understands that personal electronic devices more and more are becoming necessary for one to function in society. Staff and students may use the district's technology resources for personal communication provided that use does not occur during class time, impinge on a staff member's work obligations or a student's educational obligations, provided also that any personal use does not use the district's consumable resources (including, but not limited to, paper, toner, and ink) and provided that all use is in compliance with all district and school policies.

First Reading: February 1, 2010

Second Reading: March 1, 2010

Adopted: March 1, 2010