

Morgan School District

Employee Acceptable Use of Electronic Communication Devices for District Business

Utah Admin. Rules R277-495-4

District electronic communications devices (DECD) are to be used only for district business. An employee who is issued or provided a DECD by the district remains at all times responsible for that device. The employee will be held responsible for use or misuse of the device by the employee or by anyone else. Consequences for misuse may include adverse employment action up to and including termination from employment.

Personal use of these devices is prohibited except in emergency situations or with preapproval from the superintendent or school principal or designee. In the event personal calls are made or received on a district electronic communication device, including emergency calls, the employee must reimburse the district for all costs incurred. The employee must also reimburse the district for the purchase price of the device if not returned when requested. Devices are to be used in a safe manner. Employees should not use them while operating district or non-district motor vehicles except to the extent permitted by governing motor vehicle or other laws. Devices should be used judiciously.

District electronic communication devices are valuable and should be handled with care. Loss, theft, or damage to a DECD must be reported immediately to the user's supervisor. If loss, theft, or damage occurs as a result of employee negligence, the employee to whom the device is assigned will be responsible for reimbursing the district for repair or replacement costs.

Devices are to be used in an ethical and responsible manner. No employee is to use a DECD for the purpose of illegal transactions, harassment, obscene or offensive behavior, to access or create pornographic or inappropriate material, for unauthorized access to an electronic network or files or other violations of district policies or federal, state, or local laws regardless of whether the device is located on district property when the misuse occurs or is located elsewhere.

Employees have no expectation of privacy in using DECDs. Such devices and all information contained on them may be inspected or searched at any time, either directly or remotely. Employees may not act to conceal the use of the device nor install software to accomplish concealment. Employees should also be aware that a personal electronic communication device which is used to conduct district business may become subject to public records requests or other legally required disclosure.

If an employee misuses a DECD or leaves district employment, the employee may be responsible for fees or charges associated with cancellation of the service contract. If the superintendent or designee determines that the employee no longer needs a district electronic communication device to perform the employee's job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

I, _____, have read and understand the Morgan Acceptable Use of Electronic Communication Devices for District Business policy and agree to adhere to the provisions outlined therein.

Employee Signature _____ Date _____