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The Superintendent or designee shall establish administrative regulations and Technology Acceptable Use Policy (AUP) for Employees which outlines employee obligations and responsibilities related to the use of ROP computers, internet, email, smart phones, blogging, podcasting and/or other emerging technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation. Access to CRY-ROP technology resources is provided to employees who agree to act in a considerate and responsible manner.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the ROP's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the ROP's AUP for employees. Employees must comply with CRY-ROP standards and honor the agreement to be permitted the use of CRY-ROP technology.

Should an employee violate the AUP, his/her use shall be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered, the proper law enforcement authorities will be notified.

#### **Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

#### **Professional Conduct on Social Media Platforms**

Social media platforms allow employees to engage in conversations in widely accessible social media environments, which can be transmitted, recorded, archived or otherwise retained even after a user deletes the submission. Because of their public nature and accessibility by the community, social media platforms represent an extension of the workplace. Employees should take caution when posting to personal social networking sites, and maintain a professional relationship with all students, staff, parents/guardians, or community members via social media platforms.