

Use of Service center Computers/Privacy Rights

Computer systems are for educational and professional use. All information created by staff shall be considered service center property and shall be subject to unannounced monitoring by service center administration and supervisors. The service center retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either service center or personal funds, and installed on service center computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the service center office.

Installation

No software, including freeware or shareware, may be installed on any service center computer until cleared by the network administrator. The network administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the executive director's approval to be installed on any service center server or computer.

Hardware

Staff shall not install unapproved hardware on service center computers, or make changes to software settings that support service center hardware.

Audits

The administration and supervisors may conduct periodic audits of software installed on service center equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using service center e-mail or other official communication systems. Any e-mail or computer application or information in service center computers or computer systems is subject to monitoring by the administration and supervisors.

Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned service center responsibility or classroom activity undertaken on service center time shall be the property of the board.

Approved: SCKESC Board of Directors 1/2009, 10/2014