

## **EDCO POLICY FOR THE ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

EDCO supports and encourages the use of technology in the classroom to enhance student learning and in the management of its program and services to create administrative efficiencies. Technology resources, such as computers, computer networks, the Internet, e-mail and computer software are provided for educational and agency business purposes only.

EDCO guidelines for employee use of technology resources are as follows:

- The use of computers, e-mail and the Internet for personal business must be kept to a minimum, must occur outside of the normal workday, and must not interfere with the employee's ability to meet his/her job responsibilities. [Under current law, an employee does not have a right to privacy regarding information stored on an employer-owned computer, including e-mail messages and transactions over the Internet.]
- The use of technology for harassment, to transmit offensive materials or for illegal activities is prohibited.
- The use of technology to violate copyright laws, to gain unauthorized access to other systems, to perpetrate fraud or to violate any other laws is prohibited.
- All computer software must be properly licensed and be used in accordance with the provisions of software license agreements.
- E-mail must not be used for the intentional transmission of computer viruses.
- E-mail must not be used to violate the confidentiality of students/clients or staff.

Under current law, an employee does not have a right to privacy regarding information stored on an employer-owned computer, including e-mail messages and transactions over the Internet. Computer hard drives may be periodically monitored for content and compliance with this policy. Violation of this policy will lead to disciplinary action.