

## **STAFF USE OF TELECOMMUNICATIONS EQUIPMENT**

The Huron school board recognizes that improvements in technology change the ways that information may be obtained and exchanged. The changes provide new challenges and responsibilities for employees.

Employees of the Huron School District may be required to use telecommunications equipment in the course of completing their job responsibilities. This equipment may include telephones, computers, video conferencing equipment (VTEL), two-way radios, pagers, and cellular phones.

In all cases, Huron School District employees shall be responsible for ethical behavior when using this equipment. Ethical behavior, as defined by this policy, includes the following:

1. Use of telecommunications will be for educational purposes only.
2. Employees will comply with privacy rights of students and employees.
3. Employees will comply with copyright laws.

The district makes no guarantee that the functions or the services provided by or through the district's telecommunications system will be error-free or without defect. The district will not be responsible for any damage staff may suffer, including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through unauthorized use of the system. Staff members will be held financially accountable for any damage to the system as a result of intentional misuse.