

EMPLOYEE USE OF NETWORK RESOURCE AND TELECOMMUNICATIONS (NRT) SYSTEMS

The Nashua School District has established this policy with regard to access and disclosure of information composed, stored, sent, or received by employees using the District's Network Resource and Telecommunications Systems (NRT).

1. In general, employees of the District are expected to communicate in a professional manner consistent with City, State, and federal laws governing the behavior of school employees and with federal copyright laws.
2. NRT systems are owned by the District. All messages, data, or conversations (information) composed, stored, sent, or received using these systems, including erased files that are recoverable, are and remain the property of the District.
3. The District reserves, and may exercise without prior notice, the right to read, review, audit, intercept, access, or disclose any and all information composed, stored, sent, or received by employees over NRT systems for any purpose, even if coded or passworded. Notwithstanding the District's right to retrieve and monitor information as outlined herein, such information should be treated as personal by other employees and accessed only by the intended recipient. Any exception to this policy must receive prior approval by the Superintendent.
4. NRT systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
5. The District prohibits the sending of discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages or pictures which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
6. Generally, NRT systems are to be used for business purposes only, with the following exception: Personal use of NRT systems during working hours is permitted on a very limited basis as long as it does not interfere with the employee's job performance or the operation of the District, does not otherwise violate this policy or any other District policies, and does not result in additional costs to the District.
7. The District has the authority to terminate or limit access to any program or NRT system at any time.

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(continued)

District E-mail

- a. In general, e-mail users are expected to communicate in a professional manner consistent with City, State, and federal laws governing the behavior of school employees and with federal copyright laws.
- b. The Board of Education expects that teachers and other staff members will use e-mail only for educational and professional purposes, except as noted in #6 above.
- c. Communications over District e-mail accounts should not be considered private. The District reserves the right to monitor traffic passing through its system. Ordinarily, this would be done only if the District suspects activities that do not comply with applicable laws or this policy.
- d. Use of e-mail for personal solicitation and benefit (for example, an e-mail sent out to staff advertising an apartment for rent) is strictly prohibited.
- e. Users should use extreme caution when communicating sensitive information using electronic mail.
- f. Access to District e-mail and all NRT systems will be terminated when an employee ends employment with the District.

Legal Reference:*RSA 194:3-d, School District Computer Networks*

Approved: 10-16-06

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