

TECHNOLOGY ISSUES

IF COMPUTERS ARE DISTRICT PROPERTY, YOU HAVE NO EXPECTATION OF PRIVACY IN THE USE OF THIS EQUIPMENT, ESPECIALLY WHEN IT COMES TO DISTRICT E-MAIL AND VOICE MAIL. AS A RESULT . . .

1. THE DISTRICT CAN READ ANY E-MAIL YOU SEND OR RECEIVE ON THIS EQUIPMENT AND LAWFULLY TRACK EVERYTHING YOU DO.
2. IF YOU ACCESS YOUR PRIVATE E-MAIL OR OTHER PERSONAL ACCOUNT ON A SCHOOL COMPUTER OR USE THE DISTRICT SERVER TO DO SO, THE DISTRICT CAN SEE WHATEVER YOU PULL UP.

BE FAMILIAR WITH YOUR DISTRICT'S COMPUTER USAGE POLICY BECAUSE, CHANCES ARE, YOU HAVE ALREADY SIGNED A DOCUMENT INDICATING THAT YOU ARE FAMILIAR WITH IT AND WILL FOLLOW IT. YOU CAN BE DISCIPLINED AND POSSIBLY TERMINATED FOR NOT DOING SO.

TIPS TO KEEP IN MIND—

- A. DO NOT USE THE DISTRICT'S SERVER TO COMMUNICATE ABOUT ASSOCIATION BUSINESS WITH OTHER MEMBERS OR CTA.
- B. DO NOT USE DISTRICT E-MAIL TO COMMUNICATE WITH AN ATTORNEY. DOING SO WILL DESTROY THE CONFIDENTIALITY BETWEEN YOU AND YOUR ATTORNEY.
- C. DO NOT VIEW ANYTHING ON YOUR SCHOOL COMPUTER THAT YOU DO NOT WANT YOUR STUDENTS OR PRINCIPAL TO SEE. DELETING SOMETHING WILL NOT MAKE IT TRULY DISAPPEAR.
- D. DO NOT BRING YOUR OWN LAPTOP, FLASH DRIVES, OR OTHER DATA STORAGE DEVICES TO SCHOOL AND EXPECT THEM TO REMAIN PRIVATE.

SOCIAL MEDIA

FACEBOOK IS NOT AS PRIVATE AS YOU THINK! WHAT YOUR FRIENDS POST ABOUT YOU ON FACEBOOK CAN BE SEEN BY YOUR PRINCIPAL, PARENTS AND STUDENTS.

DO NOT SEND OUT ANY COMMENTS OR MATERIALS ON SOCIAL MEDIA (EVEN TEXTS) THAT YOU DO NOT WANT YOUR EMPLOYER TO SEE.