

Certain designated district administrative personnel have district provided mobile devices. The primary purpose of this equipment is to allow such employees to have access to their documents, reports, e-mails and other material when they are off-site. It is recognized that it is not practical to limit use to school business only. It is critical that such employees understand and protect themselves and the district from any loss of privacy or security which might occur in the event of a theft or inadvertent loss of such equipment.

At a minimum, employees who take their mobile devices off district property shall take the following security steps:

- a) Equipment shall not be left unattended in vehicles or public places.
- b) Documents or databases shall not be left open after the conclusion of work.
- c) Passwords shall not be provided by the employee to others except to the Director of Information Services or other designee of the Superintendent.
- d) In the event of a theft or loss of a district mobile device, the employee should immediately notify the Superintendent of Schools, and shall cooperate in all procedures necessary to fulfill any federal or state notification requirements concerning such theft or loss.
- e) The use of a district-issued mobile device is a privilege and not a right or benefit and may be revoked at any time by the district.
- f) The district is not responsible for any loss of data or digital purchases (e.g. apps, music) incurred by the employee while using third-party applications downloaded to a device.

In addition, since Board members, officers and employees may be issued district-owned equipment in connection with their work responsibilities, the individual using the district-owned equipment should not have an expectation of privacy with respect to information contained on the device (e.g., files, images, messages).

Date of Board Adoption: November 13, 2012
Johnson City Central School District, Johnson City, NY