

EMPLOYEE USE OF DISTRICT ISSUED MOBILE TECHNOLOGY DEVICES

All employees that are required to for purposes of completing their assigned duties shall be assigned appropriate district device(s) as defined in Board Policy 4050.

Should the assigned device(s) be damaged, lost or stolen due to misuse, negligence or use of the assigned device outside of job duties, the cost of replacement shall be the responsibility of the employee.

Some assigned devices have reoccurring costs associated with their use. The district has selected the appropriate usage plan for each device. The Business Office will monitor bills and request an audit of anyone whose usage causes the district to incur a cost beyond the selected plan for his or her device. If the audit shows that the usage was for personal purposes, then the additional costs will be paid by the employee.

All employees must sign the District Technology Acceptable Use Agreement before they receive their assigned device(s).

Employee shall not hold the district or any district employee responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall indemnify and hold harmless the district and district personnel for any, theft, damages or costs incurred.

The use of a district device while operating a motor vehicle is prohibited. Employees violating this policy shall be personally responsible for payment of associated fines or other costs incurred, including legal fees and settlements.