

Employee Technology Violations

This procedure accompanies the Employee Computer and Internet User Agreement. Each employee is responsible for his/her actions and activities involving school unit computers, networks and Internet Services. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a Building Administrator or the Technology Director.

The following procedures can be implemented when an employee violates the Employee Technology User Agreement.

First Offense: Verbal warning from building administrator.

Second Offense: Job Improvement Plan with input if needed by the Technology Department.

Third Offense: Continued infractions will result in immediate disciplinary action as determined appropriate by the Building Administrator and Superintendent. Failure to comply with district rules governing computer use may also include suspension and or termination of employment from the Central R-3 school district. Serious offenses will be treated the same as a third minor offense.

The district reserves the right to waive any or all of the above procedures depending on the severity of the infraction. Illegal use of school computers breaking local or federal laws will also result in referral to law enforcement.