POLICY: POLICY: HR12 – Searches and Inspections
APPROVAL DATE: 05/15/2018
REVISION DATE: 05/17/2022

Purpose
To set forth the District's policies for inspections and searches of workstations and technology resources.

Scope
Applies to all District employees and volunteers

12.1 Property
The District provides workstations, including desks, files, lockers, closets, etc., to carry out legitimate District business. Users are expected to act lawfully, ethically and professionally, and to exercise common sense.

By using the District's equipment, including workstations, an employee consents to reasonable search of the work station. There is no right to privacy in the use of District equipment.

In order to maintain a safe workplace for all staff, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

12.2 Computers and Communications Systems
The District provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices. There is no right to privacy in the use of District's technology resources.
By using the District’s technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District’s electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District’s electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.