

**Board Rules Database.** The District requests cooperation from its employees in keeping all such personal telephone calls to a minimum by asking others to call employees at work only on urgent matters. All other District equipment is, except in emergencies or other exigent circumstances, available exclusively for official District business. Employees of the District (as well as other users of the District's computer or communications systems) have no reasonable expectation of privacy relative to the use of the District's equipment or communication systems.

### **Results...**

**Rule Number:** 1266

**Rule Title:** USE OF DISTRICT EQUIPMENT AND PROPERTY BY EMPLOYEES

**Rule Text:** Employees of the Los Angeles Unified School District are generally not permitted to use District time, mailboxes, equipment of any kind or supplies thereof (collectively, "District equipment") for personal use. "Personal use" is defined as use for noncommercial purposes other than performance of the employee's assigned duties. District equipment should be used for and dedicated to official business and personal use of such equipment should be kept to a minimum. **At no time should District equipment be used for outside, commercial or business purposes. Employees who abuse the privilege to use District equipment for minimal personal use as set forth in this Rule shall be subject to discipline up to an including termination, and the District retains the right to restrict or revoke employee's privilege to use District equipment if the employee engages in such abuse.** Personal telephone calls, e-mail messages, and internet communications or use should be brief, kept to a minimum, limited to calls within the local calling area and should be placed, received, or reviewed only during an employee's lunch hour, break time or before or after work hours. If a long-distance telephone call must be made, it should be charged to the employee's home telephone or credit card. If personal calls are received for employees, a message will be taken. The District requests cooperation from its employees in keeping all such personal telephone calls to a minimum by asking others to call employees at work only on urgent matters. All other District equipment is, except in emergencies or other exigent circumstances, available exclusively for official District business. Employees of the District (as well as other users of the District's computer or communications systems) have no reasonable expectation of privacy relative to the use of the District's equipment or communication systems. All data in the District's computer and communication systems (including documents, other electronic files, e-mail, internet, recorded voice mail messages, etc.) is the exclusive property of the District. While employees (or other users) may be provided passwords for access to various communication systems to maintain the confidentiality of certain records, the providing of such a password does not confer privacy of confidentiality from access by the District, and, in fact, the District retains at all times the right to access, monitor and review the content of the District's computer and communication systems. Accordingly, no individual should have any expectation of privacy for messages or other data recorded in the District's computer or communication systems. This includes documents, messages or files marked "private," and which may be inaccessible to most users but remain available to the District. Likewise, the deletion of a document or message may not prevent the District from accessing the item or completely eliminating the item from the system. The District's computer and communication systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive including slurs or disparagement based on race, color, national

origin, gender, sexual orientation, age, disability, or religious or political beliefs. Similarly, the District's computer and communication systems must not be used to solicit or proselytize others for religious, political or commercial purposes, causes, outside organizations, chain messages or any other non-job-related purposes, provided that an employee selected as an official union representative at a site shall be permitted: 1. Reasonable use of office telephones for local telephone calls involving representation matters only, and only so long as such use does not interfere with normal office business at the location; and 2. Access to make appropriate brief announcements, via the school bulletin and/or public address system, union-related meetings, special events, inservice/staff development, and the like but only provided that reasonable advance administrative approval is received before making such announcements and such announcements are limited to the time before or after student hours. **No employee or other person is permitted to remove any property owned or controlled by the District from premises owned or occupied by the District for personal use.** Any violation of any provisions of this Rule shall be grounds for discipline up to and including termination. (Amended 5-25-99)

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