

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District



TO: ALL ITD EMPLOYEES

DATE: April 18, 2012

FROM: Michael Williams *MW*
Division HR Administrator

**SUBJECT: USE OF DISTRICT EQUIPMENT AND PROPERTY BY EMPLOYEES –
BOARD RULE 1266**

As a reminder, District employees may not be in possession of property or equipment owned by the District without written authorization. **No employee or other person is permitted to remove any property owned or controlled by the District's from premises owned or occupied by the District for personal use.** Property deemed obsolete must be identified and appropriate procedures administered to transfer the property to salvage. **Below are excerpts from Board Rule 1266 as outlined, but each employee is to read and immediately comply with the aforementioned rule in its entirety.**

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 and 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.

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.

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.

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.

Any violation of any provisions of this Rule shall be grounds for discipline up to and including termination. (Amended 5-25-99).

*My signature indicates that I have received, read, and understand the information outlined in the above memoranda related to **Board Rule 1266, Use of District Equipment and Property by Employees.***

Signature

Date

Print Name

Employee Number

C: R. Chandler
I. Berman
J. Brasfield
File