



3515 E

Privacy Expectation Notice

Regulation 3515 E

Original Adoption: 09/29/2009

Effective Date: 09/30/2009

Revision Dates:

Review Dates 03/20/2013

I. PURPOSE

District provided communication devices, whether limited to voice communications or including both voice and text capabilities may erroneously give rise to expectations of privacy in use for employees to whom they are assigned. The purpose of this regulation is to establish the ownership of communication data created, sent or received by such devices, and to give notice of the lack of personal privacy privileges related to that use.

II. GENERAL STATEMENT OF REGULATION

- A. All data in the District's communication systems (including documents, electronic files, e-mail or text messages, or recorded voice mail messages) is the exclusive property of the District.
- B. The District retains at all times the right to access, monitor and review the content of the District communication system.
- C. The issuance of passwords to telephones, voice mail boxes and electronic communication devices does not confer privacy or confidentiality from access by the District.
- D. The marking of any document, file or message as "private" by the user does not confer privacy or confidentiality from access by the District.
- E. The deletion of a document, file or message from any communication device may not prevent the District from accessing the item.
- F. The purchase by the user of additional services allowed under Policy 3515 and its regulations does not confer any privacy or confidentiality from access by the District over those services, and users who purchase those services do so with full knowledge of the lack of an expectation of privacy over them.
- G. Due to the above, no user of District distributed telephones, voice mail boxes, cellular phones or other electronic communication devices, has any reasonable expectation of privacy relative the use of the equipment or service.

III. RESPONSIBILITY

- A. The Superintendent, or Superintendent's designee, shall assure that all employees or other district personnel are informed of the terms of this regulation.



- B. Every user of District communication devices, of whatever kind, is charged with knowledge of this regulation absent a showing by the employee that notice was not given.

- C. An employee or other district personnel who is disciplined for abuse or violation of Policy 3515 or its regulations based on content created, sent or received through a District communication device or system may not raise as a defense ignorance of this policy or this regulation.

Cross References:

MPS Policy 3515 (Telephones)

MPS Regulations 3515 A - D