

Employee Expectation of Privacy

- I. The Board of Directors respects the legally established privacy rights of all district employees, while recognizing these rights are limited, in certain circumstances, within the context of public school employment. This requires balancing the employee's expectation of privacy with the district's need for supervision and the efficient operation of the workplace.
- II. An employee in the course of his or her employment may be provided access to the district's computers, computer networks, software, on-line services, voice mail, electronic mail, offices, desks, workstations or other district property. The employee's use of these items is solely for the benefit of the district and those we serve. Any information, possession of objects stored or kept in or on any of the aforementioned items or on any district property are subject to inspection by the district without notice and should not be considered private by the employee.
- III. Inspection and removal of items by the employee's supervisor may occur as the result of:
 - A. immediate need for documents or information from employees who are absent or unavailable; or
 - B. reasonable suspicion that the search will yield evidence of misconduct, malfeasance or violation of law or district policy; or
 - C. routine custodial service; or
 - D. routine servicing or monitoring of the district's computers, software or network;
- IV. All job-related work product is considered district property. As a professional courtesy, any work product created by an employee will be requested directly from the author or originator, unless such request is deemed to be impractical or futile.

Legal Reference: Washington Constitution, Article 1, Section 7
O'Connor v. Ortega, 480 U.S. 709 (1987)

Adopted: August 14, 2006

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