

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6506 District Property, Security, Privacy and Searches

District property included but not limited to desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and district vehicles are the district's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy. The district reserves the right, at all times, and without prior notice, to inspect and search any and all district property for the purpose of determining whether this policy or any other district policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee.

The district's computer systems and other technical resources, including any voice mail or E-mail systems, are provided for use in the pursuit of the district's business and are to be reviewed, monitored and used only in that pursuit, except as provided in this policy. As a result, computer data, voice mail and E-mail are readily available to numerous persons. If, during the course of employment, an employee performs or transmits work on the district's computer systems, or other technical resources, that work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that an employee either sends or receives from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the district.

The district recognizes that employees may occasionally find it necessary to use the district's telephones for personal business. Such call must be kept to a minimum and should be made only during break or lunch periods. Official telephone records may be used to monitor this policy.

Employees of the district are otherwise permitted to use district's equipment for occasional, non-district purposes with permission from their direct supervisors. Nevertheless, the employee has no right of privacy as to any information or file maintained in or on district's property or transmitted or stored through district's computer systems, voice mail, E-mail or other technical resources. For purposes of inspecting, investigating or searching employee's computerized files or transmissions, voice mail, or E-mail, the district may override any applicable passwords or codes in accordance with the best interests of the district, its employees, or its clients, customers or visitors. All bills and other documentation related to the use of district equipment or property are the property of the district and may be reviewed and used for purposes that the district considers appropriate.

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of district, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.

Revised: September 9, 2013 (Previously BP3601)