

# Clackamas Education Service District

Code: **EGACA**  
Adopted: 11/20/13

## **CESD-Owned Electronic Communication Devices**

**Devices Authorized:** The Board recognizes that the use of CESD-owned electronic communication devices (here in after “devices”) may be appropriate to provide for the effective and efficient operation of CESD and to help ensure safety and security of CESD property, staff and others while on CESD property or engaged in CESD-sponsored activities. Therefore, the Board authorizes the purchase and employee use of such devices as deemed appropriate by the superintendent.

**No Personal Use or Privacy:** CESD-owned devices shall be used for authorized CESD business purposes, consistent with CESD’s mission and goals and shall not violate Oregon’s ethics laws. All phone records, text messages, images, emails and other communications made with these devices may be public records. Employees do not have any expectations of privacy with CESD-owned devices or any information stored on them; the device may be confiscated and searched at any time.

**Personal Use Exceptions:** Employees shall not use these devices for personal business, except in the case of safety, security or an emergency.

**Penalties:** Use of these devices in violation of Board policy, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to Oregon Government Ethics Commission and law enforcement officials, as appropriate.

**Details in Administrative Regulations:** The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee device needs, and appropriate use. Provisions may also be included for staff use of privately-owned devices for authorized CESD business

END OF POLICY

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### **Legal Reference(s):**

[ORS 244.010](#)

[ORS 244.020\(15\)](#)

[ORS 244.040\(1\)\(a\)](#)

[ORS 244.120](#)

[ORS 334.125\(7\)](#)

Davidson v. Or. Gov’t Ethics Comm’n, 300 Or. 415 (1985)

OR. GOV’T STANDARDS AND PRACTICES COMM’N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).