

Employment  
Series 400

Policy Title: Acceptable Use of Heartland AEA Technology and Communication Tools Code No. 415

**Policy Statement**

Employees are expected to use Heartland AEA technology and communication tools in a professional and ethical manner. Communications over Heartland AEA's network are not private and are subject to the Iowa Opens Record law.

**Scope of Policy**

The policy applies to users of all Heartland AEA-owned communication tools and users of personal devices to access the Heartland AEA network.

**Accountability Overview**

Administrative regulations to implement this policy are contained in the employee handbook. All employees annually certify that they have access to and are responsible for adhering to this policy as outlined in the staff handbook. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Heartland AEA complies with the provisions of the \*Children's Internet Protection Act of 2001.  
(See Board Policy 505\*.)

Date of Adoption:

February 11, 1997 \_\_\_\_\_

Reviewed: 7/04, 4/09, 9/09 \_\_\_\_\_

Amended: 4/09, 9/09, 12/13, 11/15, 5/12/2020