

LAKE PRESTON SCHOOL DISTRICT Employee Remote Working Policy

All Lake Preston School District employees working at home or at alternative sites must be specifically granted this privilege by the School Board or Superintendent. All employees who are approved to work from remote locations must first sign this agreement to abide by all Lake Preston School remote technology policies, procedures, and standards. The agreement should be reviewed and signed annually.

Remote workers must follow software licensing restrictions and agreements on all software used for education at alternative work sites. Remote workers must follow Lake Preston School District information security policies at remote work sites, including the Employee Acceptable Use Policy.

Information Systems Security

Employees working for the Lake Preston School District at alternative work sites should use District provided computers and other devices that have been approved by the Technology Department. It is not recommended for Remote workers to use their own mobile computing devices, computers, or computer software.

Remote Working networks should all be password secured and systems that access Lake Preston networks remotely must have an anti-malware (anti-virus) package and an endpoint protection software package installed that protects the network from advanced threats that has been approved by the Technology Department.

Data Protection

All computers used for remote working which contain confidential Lake Preston student and staff information must consistently be logged out or turned off when not in use to ensure others no access to District information.

Remote workers are responsible for ensuring that their remote systems are backed up on a periodic basis, either automatically onto the server at the school, cloud storage, or remotely with USB drives or similar equipment.

Remote System Management

On District supplied computer hardware, workers must not change the operating system configuration. If such changes are required, they must be performed by the Technology Department.

System and Information Ownership

If the Lake Preston School District supplies a remote worker with software, hardware, information, or other materials to perform District education remotely, the LPSD assumes all risks of loss or damage to these items unless such loss or damage occurs due to the remote worker's negligence.

Violations

Any violation of this policy may result in disciplinary action, up to and including termination of employment. Lake Preston School District reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

Lake Preston School District Remote Working Policy----- Signatory Section

Please sign, date, and return to your Superintendent to have on file.

As an employee of the Lake Preston School District, I hereby agree to comply with the above stated rules for working remotely to continue students with distance education. I understand that this document and my signature are valid for the 2021-2022 school year and needs to be reviewed on an annual basis. I understand my employer reserves the right to update the Remote Working Policy as needed and may request new approval from all users at that time.

User Signature _____ Date _____