EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

Online/Internet Services

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

Policy Adopted: February 27, 2008
The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

**Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

**Legal Reference:**

- **EDUCATION CODE**
  - 51870-51874 Education technology
  - 52270-52272 Education technology and professional development grants
  - 52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program
- **GOVERNMENT CODE**
  - 3543.1 Rights of employee organizations
- **PENAL CODE**
  - 502 Computer crimes, remedies
  - 632 Eavesdropping on or recording confidential communications
- **VEHICLE CODE**
  - 23123 Wireless telephones in vehicles
  - 23125 Wireless telephones in school buses
- **UNITED STATES CODE, TITLE 20**
  - 6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:
    - 6777 Internet safety
  - **UNITED STATES CODE, TITLE 47**
  - 254 Universal service discounts (E-rate)
- **CODE OF FEDERAL REGULATIONS, TITLE 47**
  - 54.520 Internet safety policy and technology protection measures, E-rate discounts

**Management Resources:**

- **WEB SITES**
  - CSBA: [http://www.csba.org](http://www.csba.org)
  - American Library Association: [http://www.ala.org](http://www.ala.org)
  - California Department of Education: [http://www.cde.ca.gov](http://www.cde.ca.gov)

Policy Adopted: February 27, 2008