

EMPLOYEE USE OF TECHNOLOGY

GUIDELINES ON THE ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

On-Line/ Internet Services: User Obligations and Responsibilities

Employees are authorized to use District equipment to access the Internet or online services in accordance with Board Policy, the District's Acceptable Use Agreement, and the user obligations and responsibilities specified below:

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly and primarily for work-related purposes.
3. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board Policy or Administrative Regulations.
4. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs using or on district systems.

(cf. 4030 – Nondiscrimination in Employment)

(cf. 4031 – Complaints Concerning Discrimination in Employment)

(cf. 4119.25/4219.25/4319.25 – political Activities of Employees)

5. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 – Use of Copyrighted Materials)

6. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or data.

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7. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
8. Employees shall not attempt to interfere with other users' ability to send or receive electronic communications, nor shall they attempt to read, delete, copy, modify or forge other user's electronic communication.
9. Employees shall not develop any offsite classroom or work-related web sites, blogs, forums, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or designee. Such non district hosted sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of non district hosted or offsite blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.
10. Employees shall report any security problem or misuse of the network to the Superintendent or designee.
11. Users shall sign the "Employee Acceptable Use Contract" agreeing to adhere to the District policies, regulations and guidelines before using District-approved electronic resources.

Regulation
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MURRIETA VALLEY USD
Murrieta, California