

EMPLOYEE USE OF TECHNOLOGY

GUIDELINES ON THE ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

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

(cf. 1113 – District Related Web Sites)

(cf. 4032 – Reasonable Accommodation)

(cf. 4131 – Certificated Personnel: Staff Development)

(cf. 4231 – Classified Personnel: Staff Development)

(cf. 4331 – Management, Supervisory and Confidential Personnel: 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 – Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including e-mail 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 – Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 Student Records: Confidentiality)

(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)

EMPLOYEE USE OF TECHNOLOGY (continued)

To ensure proper use of the system, the Superintendent or designee may monitor the District's technological resources, including all forms of electronic communications or stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

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 Regulations.

(cf. 4118 – Certificated Personnel: Suspension/Disciplinary Action)

(cf. 4218 – Classified Personnel: Dismissal/Suspension/Disciplinary Action)

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.

(cf. 4112.9 – Signed Statements)

(cf. 4143 – Certificated/Classified Personnel: Negotiations/Consultation)

All incoming and outgoing District e-mail correspondence will be retained for a period of 180 days regardless of the end users' action in retaining or deleting their messages.

Use of District Cellular Phone or Mobile Communications Device

An employee shall not use a district owned cellular phone or other mobile communications device for personal business, except in emergency situations. Any employee that uses a district owned 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.

EMPLOYEE USE OF TECHNOLOGY (continued)

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

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education through Technology Act, Title II, Part D 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

California Department of Education: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

American Library Association: <http://www.ala.org>

Policy
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MURRIETA VALLEY USD
Murrieta, California