

Board Policy

Employee Use Of Technology

BP 4040

Personnel

The Board of Trustees 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.

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.

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.

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. 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 regulation.

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.

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, 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>

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

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

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

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

Policy FALLBROOK UNION HIGH SCHOOL DISTRICT

adopted: September 11, 2000 Fallbrook, California

revised: October 26, 2009

Administrative Regulation

Employee Use Of Technology

AR 4040

Personnel

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other 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 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, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any 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 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 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.

9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

10. Staff may bring their own personal laptops and other electronic devices on campus for use during the school day for academic or school-related purposes only.

11. Staff members who choose to bring personally-owned laptops, as well as other electronic devices, are responsible for the safety and security of those items.

12. The district assumes no responsibility for the loss of, theft of, or damage to any personal device that a staff member connects to the wireless network or any information on that device.

13. Staff is responsible for setting up and maintaining the devices that they connect to the network. The district will not provide IT support for staff-owned devices.

14. All network users are required to annually confirm acceptance of the district's "Technology Acceptable Use Policy."

Regulation FALLBROOK UNION HIGH SCHOOL DISTRICT
approved: September 11, 2000 Fallbrook, California
revised: October 26, 2009
revised: January 9, 2012

Exhibit

Employee Use Of Technology

E 4040

Personnel

FALLBROOK UNION HIGH SCHOOL DISTRICT EMPLOYEE ELECTRONIC RESOURCES AGREEMENT

Name: (Print) _____
Position: _____ Employee No. _____
Site/School: _____ Work Phone No. _____

User Obligations and Responsibilities

The district encourages employees' use of electronic resources. The employee in whose name an on-line account is used is responsible for its proper use at all times. An employee is expected to appropriately use electronic resources available to them to permit them to more effectively perform the duties and responsibilities of the operations and programs of the district.

Employees should be aware that computer files and communications over any of the district's electronic resources are not private. Electronic resources are not routinely inspected, monitored, or disclosed; however, the district may monitor electronic resources on an as needed basis without advance notice or consent.

Employees are authorized to use district electronic resources in accordance with the obligations and responsibilities specified below:

1. Employees will keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Employees will not transmit over the district's electronic resources confidential information regarding students, employees, or privileged matters of the district to anyone not legally entitled to receive it.
3. Employees will not transmit material that is threatening, obscene, or that could be construed as harassment or disparaging of others based on factors such as race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs, as set forth in district policy and regulation (Board Policy/Administrative Regulation 4030, Nondiscrimination in Employment; Board Policy/Administrative Regulation 4119.11, Sexual Harassment).
4. Employees may not place copyrighted material on district electronic resources without the appropriate permission.

5. Employees will not delete, copy, modify, forge or fraudulently use other employees' mail.
6. Employees will use the district's electronic resources only for purposes related to their employment with the district. Commercial, political and/or personal use is not permitted.
7. Employees will be aware that the district reserves the right to monitor or audit all of its electronic resources on an as needed basis without advance notice or consent. No employee shall have any expectation of privacy with regard to the use of electronic resources.
8. Employees may not participate in uploading, downloading or creating computer viruses and/or attempt to harm or destroy district electronic resources, materials, or the data of any other user.
9. Employees will report any security problem or misuse of the district's electronic resources to the Superintendent or designee.
10. Staff may bring their own personal laptops and other electronic devices on campus for us during the school day for academic or school-related purposes only.
11. Staff members who choose to bring personally-owned laptops, as well as other electronic devices, are responsible for the safety and security of those items.
12. The district assumes no responsibility for the loss of, theft of, or damage to any personal device that a staff member connects to the wireless network or any information on that device.
13. Staff is responsible for setting up and maintaining the devices that they connect to the network. The district will not provide IT support for staff-owned devices.
14. All network users are required to annually confirm acceptance of the district's "Technology Acceptable Use Policy."
15. Employees who do not abide by the terms and conditions of this agreement may have their user privileges canceled.

I have read and agree to abide by the provisions of the Fallbrook Union High School District Employee Electronic Resources Agreement.

Signature _____ Date _____

Exhibit FALLBROOK UNION HIGH SCHOOL DISTRICT
version: April 2, 2001 Fallbrook, California
revised: October 26, 2009
revised: January 9, 2012