

Employee Use Of Technology

The Governing Board recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The Board expects all employees to learn to use the available technological resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources.

(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6162.7 - Use of Technology in Instruction)
(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 only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

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

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

The Superintendent or designee shall establish administrative regulations governing use of district's technological resources. He/she shall ensure that users have no expectation of privacy and understand that the Superintendent or designee may monitor district's technological resources, including e-mail, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate.

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

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an adult to enable access for bona fide research or other lawful purpose.
(P.L. 107-110, Section 2441; 47 USC 254)

The Superintendent or designee shall establish administrative regulations 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 shall 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. 4218 - 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 asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

In the event that the use of a technological resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employee's exclusive representative.

Legal Reference:

EDUCATION CODE

~~11600-11609 Education Technology Grant Program Act of 1996~~

51870-51874 Educational Technology

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

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

632 Eavesdropping on or recording confidential communications

PERSONNEL

BP 4040 (c)

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PUBLIC LAW 107-110

2401-2441 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

2441 Internet safety

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

Policy

SONOMA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: July 6, 1999

Sonoma, California

Revised: March 11, 2003

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The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she shall ensure that all employees using these resources receive training in their proper use as well as copies of related district regulations. Prior to use of some technological resources, employees will be required to sign a "User Agreement".

Technological Resources - Internet Definition and Usage Risks

The Internet is one technological resource that employees may access to assist them with their job duties. The following are some items that define what the Internet is today:

1. A public meeting place
2. Communications medium (voice/real-time audio and video, electronic mail)
3. Virtual field trips (visits to far away places)
4. Market place
5. Entertainment
6. Information resource (library, art gallery, product support)

As technology changes, so does the Internet. What it looks like today, is not necessarily what it will look like tomorrow.

There are some risks involved when employees are allowed to access the Internet. Known risks are as follows:

1. Visit to a site that contains adult/pornographic information
2. Visit to a site where offensive video, audio, images, or text is presented
3. Contact with undesirable persons

Internet Use - Employee Obligations and Responsibilities

Employees must sign an Internet Use - Employee User Agreement in

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order to have access to the Internet. This access may not be used for any purpose which conflicts with the goals or the policies of the school district or for illegal or unethical purposes.

Employees are authorized to use the Internet in accordance with user obligations and responsibilities specified below:

1. The employee in whose name an Internet account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Employees shall use the Internet only for purposes related to their employment. Commercial or political use of district's system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use. Personal use accepted to the degree that it does not negatively impact work performance or network resources.
3. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not transmit or receive material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism is forbidden. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify

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- or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
 9. Users shall report any security problem or misuse of the network to the principal or department supervisor.
 10. Users will abide by system and security usage guidelines as set forth by district authorities.
 11. Employees supervising student's use of the Internet are expected to enforce district regulations governing such use.

Penalty For Inappropriate Use

Employees who fail to abide by these obligations and responsibilities, shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate.

Rules of Internet Etiquette - "Netiquette"

1. Be Polite. Never send, or encourage others to send, abusive messages.
2. Use Appropriate Language. Remember that you are a representative of not only yourself, but also your district on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy. Remember that revealing you own phone number and address can result in unwanted intrusions of your privacy and should be viewed in the same light as a public listing in a telephone directory. Users shall have no expectation of privacy and understand that district has the right to monitor and examine all system activities to ensure proper use of the system.
4. Electronic Mail. Electronic mail (E-Mail) is not guaranteed to be private. Do not use e-mail to transmit confidential information about students, employees, or district affairs. Messages relating to

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or in support of illegal or unethical activities must be reported to district.

5. Recommended Practices.
 - a. Use accurate and descriptive titles for your articles and subject lines for your e-mail. Tell people what it is about before they read it.
 - b. Get the most appropriate audience for your message, not the widest. Avoid posting and bulk mailing of large messages.
 - c. Remember that if you post to multiple groups, specify all groups in a single message.
 - d. Be brief. Fewer people will bother to read a long message.
 - e. Minimize spelling errors and make sure your message is easy to understand and read.
 - f. Forgive the spelling and grammatical errors of others.
 - g. Remember that humor and satire is very often misinterpreted.
 - h. Post only to groups you know.
 - i. Cite references for any facts you present.
 - j. Keep signatures brief.
 - k. Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.

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Sonoma Valley Unified School District

INTERNET USE
EMPLOYEE USER AGREEMENT

Employee Name (Please Print): _____

Site: _____

I understand that the school district will provide me access to the Internet for school business purposes only. This access is a privilege, not a right. I understand the consequences for failing to adhere to district's regulations regarding Internet use.

I have read, understand, and will abide by the following regulations:

1. Technological Resources - Internet Definition and Usage Risks
2. Internet Use - Employee Obligations and Responsibilities
3. Rules of Internet Etiquette - "Netiquette"

Employee's Signature

Date