

EMPLOYEE ACCEPTABLE USE POLICY

The Governing Board recognizes that technological resources 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 District and school operations. 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 training 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 only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

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 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.

To ensure proper use of the system, the Superintendent or designee may monitor the District's technological resources, including e-mail and voice mail systems, 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.

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.

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.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

LEGAL REFERENCE**EDUCATION CODE**

51870 - 51874 Education Technology

GOVERNMENT CODE

3543.1 Rights of Employee Organizations

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

UNITED STATES CODE, TITLE 20

6751 - 6777 Enhancing Education Through Technology Act, No Child Left Behind Act,
Title II, Part D

6777 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

WEB SITES

CDE: www.cde.ca.gov

CSBA: www.csba.org

FCC: www.fcc.gov

U.S. Department of Education: www.ed.gov

American Library Association: www.ala.org