

## **Personnel**

### **EMPLOYEE USE OF TECHNOLOGY**

The Board of Trustees recognizes that technology resources can enhance employee performance by 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, 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 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 districts technological resources primarily for the purposes related to their employment. Such use is a privilege and can be revoked at any time.

Employees shall be notified that computer files and electronic communications, including e-mail and voice mail, are not private. Technology 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 accessing of e-mail and stored file. 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 access to 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.

## **EMPLOYEE USE OF TECHNOLOGY (CONT)**

### **Use of Cellular Phone or Mobile Communications Device**

Any employee that uses a 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.

(cf. 0440 - District Technology Plan)  
(cf. 1113 – District and School Web Sites)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 6163.4 – Student Use of Technology)  
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)  
(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 – Student Records)  
(cf. 5125.1 – Release of Directory Information)

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 3513.1 – Cellular Phone Reimbursement)  
(cf. 3542 – School Bus Drivers)  
(cf. 4156.3/4256.3/4356.3 – Employee Property Reimbursement)

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

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)

**EMPLOYEE USE OF TECHNOLOGY (CONT)**

**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>

6/96

Revised 11/12/97

Revised 4/8/98

7/01

7/07

11/14/07

## Personnel

### EMPLOYEE USE OF TECHNOLOGY

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all employees using these resources receive training in their proper use as well as copies of related district policies and regulations.

#### **Online/Internet Services: User Obligations and Responsibilities**

Employees are authorized to use the district equipment to access the internet or other on-line 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 on-line 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 their own 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

## EMPLOYEE USE OF TECHNOLOGY (CONT)

employee use of technology 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.

(cf. 4030 – Nondiscrimination in Employment)

(cf. 4031 – Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

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

(cf. 6162.6 – Use of Copyrighted Materials)

(cf. 1113 – District and School Web Sites)

6/95

Revised 11/12/97

Revised 4/8/98

(6/96 7/01)

07/07

11/14/07

**Natomas Unified School District Network**

**ACCEPTABLE USE POLICY**

**NETWORK**

1. The use of Natomas Unified School Districts Network is to promote the exchange of information to further education and research and is consistent with the mission of the Natomas Unified School District.
2. The network is not for private or commercial business use, political or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Use of the network to access obscene, inappropriate or pornographic material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass network users or infiltrate a computing system and/or damage the software components is prohibited.
7. Please make the most efficient use of network resources to minimize interference with others.
8. Any use of the network that accesses outside resources must conform to the Acceptable Use Policy.
9. Subscriptions and access to electronic mail, Listservs, bulletin boards, chat rooms, instant messengers and on-line services will be pre-approved and monitored by the District.
10. NUSD has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right which I may otherwise have in and to such material.
11. Any material in the system is the property of NUSD and may be used to deal with personnel actions or criminal or civil actions.

**Natomas Unified School District Network**

Filtering technology will be in use at all times, unless preapproved by the Technology Services Department for specific curricular need with monitored use.

**SECURITY**

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. You may not share your account with anyone or leave the account open or unattended.
3. You will keep all accounts and passwords confidential and not accessible to others, unless otherwise directed by the principal or designee to do so.
4. You are responsible for making back-up copies of the documents critical to you.

**SOFTWARE**

1. You are responsible to take precautions to prevent viruses on your own equipment and on the Natomas Unified School Districts equipment.
2. The illegal installation of copyrighted software or files for use on District computers is prohibited.
3. Please contact the District Technology Services Department to install any software on District computers.

**E-MAIL**

1. E-Mail is provided for the purpose to exchange information consistent with the mission of the Natomas Unified School District. Follow the guidelines as outlined in the District Netiquette Policy, which covers but is not limited to:
  - a) Network E-Mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
  - b) E-Mail cannot be used for political or religious purposes.
  - c) E-Mail messages are subject to District review at any time.
2. Mail should be deleted regularly from our E-Mail directory to conserve the file space.

