

Employee Use of Technology

Employees shall be responsible for the appropriate use of technology and shall use the district's 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 email and voicemail, are not private. Technology resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

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 an 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.

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.

Reference: BP 4040 – Employee Use of Technology

Employee Use of Technology (Continued)

Email

Email is provided for the purpose to exchange information consistent with the mission of the Natomas Unified School District. Remember to check your email and SPAM folder regularly. Before you send an email, remember the do's and don'ts:

- Email cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
- Email cannot be used for political or religious purposes.
- Would a phone call or person to person communication be better in this situation?
- Write a meaningful subject line and keep the message focused and readable.
- Proofread.
- Do not assume privacy.
- Do not send "all-district" emails without prior authorization from the Superintendent or designee.
- Create an out-of-office reply if you will be out of the school or office.