

EMPLOYEE USE OF TECHNOLOGY

The Board of Education 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 each employee will acquire the technological resource knowledge and skills necessary to fulfill his/her responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

- (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)*

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their professional responsibilities.

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

Employees shall be notified that computer files and electronic communications, including electronic mail (e-mail) and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*
- (cf. 5125 - Student Records)*
- (cf. 5125.1 - Release of Directory Information)*

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 child pornography or depictions that are obscene in nature and that such measures are 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)

EMPLOYEE USE OF TECHNOLOGY (continued)

The Board recognizes the potential educational value of using online social networks for instruction and to assist learning by students; however, an adverse impact on the educational environment may result if parameters regarding appropriate use of social networks by staff members are not set. Communication between staff and students that is carried out through social networking sites should have an educational purpose and must be conducted so as to not cause harm to students or to the positive work relationships of the school and the Livermore Valley Joint Unified School District.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of e-mail 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.

(cf. 4118 - Suspension/Disciplinary Action)

(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. Annually, employees shall be required to acknowledge in writing that they have read and understood the district's Employee Acceptable Use of Technology Agreement.

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

Use of Cellular Phone or Mobile Communications Device

An employee's use of a cellular phone or other mobile communications device for personal business while on duty shall not interfere with job responsibilities and duties.

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. 3513.1 - Cellular Phone Reimbursement)

(cf. 3542 - School Bus Drivers)

EMPLOYEE USE OF TECHNOLOGY (continued)

(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)

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
adopted: 09/16/08
Revised: 04/26/11

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
Livermore, California

EMPLOYEE USE OF TECHNOLOGY

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 Employee Acceptable Use of Technology 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 to which they have been assigned.
2. Employees shall safeguard their district account, logins and passwords in a secure manner, and shall allow access only to appropriate district personnel. This includes, but is not limited to, technical support personnel, supervisors, and managers.
3. Employees shall use the system safely, responsibly, and primarily for professional purposes.
4. Employees are hereby notified that there is no expressed or implied expectation of privacy when using any district technology asset. Communications, including but not limited to, e-mail, voice mail, instant messages, text messages, and district data are the property of the District. This includes communication on the district network with personal attorneys and others with whom there is a presumption of privacy when the employee is using private means of communication. Access to said information may be provided to law enforcement agencies and others as deemed appropriate by board policy and/or law.
5. 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.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

6. Employees shall not use the system to promote or engage in unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

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

EMPLOYEE USE OF TECHNOLOGY (continued)

7. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

9. Employees shall not attempt to interfere with other users' ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify, or forge other users' e-mail.
10. Employees shall not develop any classroom or work-related web sites, blogs, forums, podcasts, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites, as approved, 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.

(cf. 1113 - District and School Web Sites)

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

Electronic Messages (E-mail, instant messages, text messages, etc.)

Employees should only send electronic messages which deal with district business. Employees shall observe appropriate judgment and ethics in sending electronic messages as representatives of the district. The district reserves the right to monitor electronic messaging transmissions for suspected abuse or improper use.

Employees must be cognizant that they are representatives of the school district and as such have a professional image to maintain. Employees are required to maintain appropriate professional relationships with students, parents, and colleagues.

EMPLOYEE USE OF TECHNOLOGY (continued)

Communication shall be professional, age appropriate, respectful, and not involve any form of harassment.

Electronic communication with students should be regarding only those matters that pertain to school-related activities such as the student's homework, a class activity, a school sport or club, or another school-related activity.

Software

Employees shall not install personal software on district computer equipment unless appropriate licensing is obtained, written district approval is granted, and the software is installed by district Information Support Services Department staff.

Employees shall not place district software on non-district owned computer equipment unless appropriate licensing is obtained and written district permission is requested and received.

A District Equipment Off Site Use form must be completed and signed before any equipment is taken off site. Employees are responsible for any district equipment in their possession in case of fire, theft, damage, etc., while in their possession at any place other than a district site or while participating in district business off site.

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

I acknowledge receipt of, and understand employee responsibility and terms of the Livermore Valley Joint Unified School District Employee Use of Technology Policy.

I accept responsibility for and will use the district technology appropriately and primarily for my professional duties.

I acknowledge the district has the right to monitor all district owned electronic equipment and communications using that equipment and that I have no right of privacy as a user of the district's technology.

(Please Print) First Name – Middle Initial – Last Name Signature

Date School/Location

Position

Exhibit
version: 09/16/08
Revised: 04/26/11

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
Livermore, California