

SUBJECT: EMPLOYEE USE OF TECHNOLOGY

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

EFFECTIVE: NOVEMBER 5, 2002

REVISED: **NOVEMBER 18, 2008**

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 Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name any computer, network or 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 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 conduct or 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 explicit permission of the Superintendent or designee.
6. Copyrighted material shall be downloaded or posted online only in accordance with applicable copyright laws.
7. Employees shall not attempt to interfere with other users' ability to use technological resources, to send or receive email, nor shall they attempt to read, delete, copy, modify or forge other users' email, files or electronically stored information, unless specifically shared for collaboration or directed by supervisor, superintendent or designee.

8. The District recognizes the value of employees developing work-related online content such as websites, blogs, forums, etc. and will attempt to provide the necessary equipment and resources to do so.

Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district both when using district equipment or resources and/or non-district equipment and 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 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 or request that it be removed.

9. Users shall report any security problem or misuse of the services to the Superintendent or designee. Employees shall immediately report any unauthorized use to the Superintendent or designee.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT**Technology Use Agreement****PREAMBLE**

The District acknowledges that the rules and guidelines related to the use of technology in the workplace are evolving and subject to change as practice, legal challenges, and legislation emerge to govern this new area. These guidelines are intended to protect the legitimate interests of the employer. As an employer, the District has a legitimate interest in:

- Assuring that the network is not used for personal profit or gain or for access to pornography or other uses prohibited by law.
- Assuring that users do not violate the property rights of others.
- Assuring that personal programs are not loaded onto District-owned equipment or networks, unless specifically approved by the District.
- Assuring that work time is not used for non-educational purposes.
- Securing user privacy and protecting the privacy of other staff and students.
- Establishing that work created for potential distribution or sale during work time and on district-owned equipment is the property of the District unless the District and employee enter into a specific agreement designating ownership rights to the employee. The District encourages employees to develop ideas and materials for distribution and looks forward to entering cooperative ventures with employees to develop ideas and materials for distribution and/or sale.
- Establishing that all employee e-mail and internet usage is subject to monitoring and review. Online communications are not private and the District reserves the right to monitor any online communications for improper use.

The District has no desire to prohibit the occasional and lawful personal use of the network. The District does not intend to discipline an employee for the occasional use of the network for personal reasons such as the receipt of email from family or friends, or to conduct reasonable personal business. Much like the current use of district telephones, employees may use the district network to communicate with others as long as that use does not intrude on the work environment; does not jeopardize the security of the District's employees, network, or equipment; and does not violate any applicable laws or district policies. The following guidelines are intended to clarify and establish the rights of the employer and employees and to assist employees in using the electronic information resources. The District will be guided by principles of reasonableness, the due process rights of employees, and the emergence of legal standards related to the use of technology.

GUIDELINES**Permitted Use**

Employees may use the District's electronic information resources to conduct the business of the District. Examples of such use include:

- The exchange of business-related information.
- The research of topics reasonably related to the established curriculum or to the operations of the District.
- The sharing of instructional strategies and practices.
- The lawful correspondence among employees, as long as that correspondence does not interfere with the employee's assigned work hours, duties, and performance expectation.

Additionally, the District does not prohibit the occasional and reasonable personal use of email and the internet as long as that use does not interfere with the employee's assigned work hours, duties, and performance expectations. Such use is subject to review and monitoring by the District, and employees should have no expectation of privacy for any personal use or communication. Extensive personal use of the District's technology resources, whether during business hours or after hours, is not allowed.

Prohibited Acts/Conduct

- Using District resources for commercial purposes or for personal financial gain. Work created for potential distribution or sale during work time is the property of the District unless the District and employee enter into a specific agreement designating ownership rights to the employee.
- Violating, or attempting to violate, another person's privacy, including but not limited to providing, accessing or using another user's account, identification number, password, electronic files, data, or email. Transmitting personal or financial information about others is not permitted. Employees should use great caution when providing personal information about themselves.
- Impersonating any person or sending a communication under a false or unauthorized name. All use and correspondence must be conducted under the identity established for the employee by the District.
- Using computer resources that violate copyright, trademark, or license agreements.
- Circumventing or attempting to circumvent local or network security measures.
- Damaging or attempting to damage equipment, software, or data belonging to the District or others.
- Tampering or attempting to tamper with any protections or restrictions placed on computer applications and files, including attempting to gain access to any restricted data or files.
- Altering or attempting to alter system software or hardware configurations on either network systems or local computing devices.
- Installing unauthorized software programs on district-owned networks or computing devices. Downloading of any unauthorized programs or software must have prior approval from the Technology Department. All downloaded data must be scanned for viruses.
- Sending or storing messages and/or materials that have the intent or could reasonably be determined to have the potential to threaten, harass, defraud, or defame others.
- Accessing, viewing, downloading, or transmitting any pornographic or obscene material.
- Any use of technology that violates state, federal or local law.

The above list is not to be considered exhaustive. Employees are required to obtain prior approval from their supervisor for any use of the District's electronic information resources not expressly authorized above. Additionally, employees are encouraged to contact the Superintendent or designee if they are unsure if a specific use may be categorized as a prohibited use. Employee conditional use of district technological resources, including computers, email, network, and access to the internet, shall be permitted within this policy and applicable board policies and staff rules.

Consequences for Misuse

Subject to the due process provisions established in law and in the applicable collective bargaining agreements, employees may be disciplined for abuse or misuse of the District's electronic information resources. Such discipline may include provisions up to and including a suspension without pay and/or a recommendation for dismissal.

Acknowledgement of Receipt of Guidelines

My signature below indicates that I have read, understand, and agree to abide by the guidelines enumerated above.

Employee Name *(please print)* _____

Employee Signature _____ Date _____