

All PersonnelEmployee Use of Technology

The Governing Board recognizes that technology 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 operations. The Board expects both certificated and classified employees to learn to use the available electronic resources that will assist them in their teaching and in their jobs. As needed, staff may be provided assistance in the use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's electronic resources only for purposes related to their employment in conducting the District's business.

Employees should be aware that computer files and communications over the District's and other electronic networks, including e-mail and voice mail, are not private. Because these electronic networks are not confidential, this technology should be used cautiously to transmit confidential information about students, employees, or District business.

To ensure proper use, 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.

The Superintendent or designee shall establish administrative regulations that outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/She shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines.

Legal Reference:	Education Code	
	11600-11609	Education Technology Grant Program Act of 1998
	51870-51884	The Morgan-Farr-Quackenbush Education Technology Act of 1992
	Government Code	
	3543.1	Rights of employee organizations

Employee Use of Technology (continued)

Penal Code

632

Eavesdropping on or recording confidential communications

United State Code, Title 20

6801-7005

Technology for Education Act of 1994