

Employee 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.

- (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 electronic resources only for purposes related to their employment in conducting the District's business.

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

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

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

To ensure proper use, the Superintendent or designee may monitor the District's technological resources, including the access of email and stored files. Monitoring of electronic devices may occur 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. Inappropriate use or failure to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action in accordance with law, Board policy and administrative regulation.

Employee Use of Technology

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall ensure that all District computers with Internet access have 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 a research or other lawful purpose. (20 USC 6777; 47 USC 254).

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.

The Superintendent or designee shall provide copies of 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.

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

Use of Cell Phone or Mobile Communication Device

Employees shall adhere to California Vehicle Code when using electronic communication devices for District business while driving.

An employee shall not use a cell phone or mobile communication device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

An 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. 3513.1 - Cellular Phone Reimbursement)
(cf. 3542 - School Bus Drivers)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
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Use of Cell Phone or Mobile Communication Device (continued)

Legal Reference:

Education Code 52295.10-52295.55	Implementation of Enhancing Education Through Technology grant program
Government Code 3543.1	Rights of employee organizations
Penal Code 502 632	Computer crimes, remedies Eavesdropping on or recording confidential communications
Vehicle Code 23123 23123.5	Wireless telephones in vehicles Mobile communication devices; text messaging while driving
23125	Wireless telephones in school buses
United State Code, Title 20 6751-6777 6777	Enhancing Education Through Technology Act, Title II, Part D, especially 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

Policy
adopted: 12/8/98
revised: 2/10/09
revised: 11/19/14

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, 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 Acceptable Use Agreement and user obligations and responsibilities specified below.

1. Employees shall use the system safely, responsibly, and primarily for work-related purposes. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee. The District reserves the right to monitor any on-line communications for improper use.
2. Employees shall not read other employees emails or files nor shall they attempt to interfere with their ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge others user's mail.
3. If passwords are used, passwords must be known to the Superintendent or designee so that he/she may have system access when the employee is absent. Employees may not use private passwords that prohibit District access to information for which the District has responsibility for or ownership thereof. The District has a need for and maintains access to all information on the District's network.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

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

5. Employees shall not use District resources to possess, access, post, submit, publish, or display harmful or inappropriate matter. Matter includes, but is not limited to, pictures, image, graphic file, text messages, e-mails, or other visual depiction. The term "harmful" means:
 - a. Taken as a whole and with respect to minors, appeals to a sexual interest in nudity, sex, or excretion; or
 - b. Depicts, describes, or represents, an actual or simulated sexual act, actual or simulated sexual contact or a lewd exhibition that taken as a whole, lacks serious literary, artistic, political, or scientific value for minors. (47 USC 254(h)).5.

Employee Use of Technology

Online/Internet Services User Obligations and Responsibilities (continued)

- c. Taken as a whole and with respect to minors, appeals to a sexual interest in nudity, sex, or excretion; or
 - d. Depicts, describes, or represents, an actual or simulated sexual act, actual or simulated sexual contact or a lewd exhibition that taken as a whole, lacks serious literary, artistic, political, or scientific value for minors. (47 USC 254(h).5.
6. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for instructional use only and only in accordance with copyright laws. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)
7. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep personal account information, home addresses and telephone numbers private and shall use the account number to which they have been assigned.
8. Intentional will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or the data of any other user, including so-called "hacking.
9. Electronic messages may be archived and available to the Superintendent or designee on an as-needed basis to monitor system usage.

Employee Use of Technology

Online/Internet Services User Obligations and Responsibilities (continued)

10. Users shall report any security problem or misuse of the District's services to the Superintendent or designee.

11. Employees shall not use District resources to engage in discrimination, harassment, intimidation, threats, or bullying on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

Harassment may also manifest itself in what is commonly known as "cyberbullying." Cyberbullying refers to any severe or pervasive verbal communication(s) made by means of an electronic act including one or more acts committed by an employee or group of employees directed toward one or more person(s) that has or can be reasonably predicted to have the effect of one or more of the following:

- a. Placing a reasonable adult or pupil in fear of harm to that adult or pupil's person or property.

- b. Causing a reasonable adult or pupil to experience a substantially detrimental effect on his or her physical or mental health.

- c. Causing a reasonable pupil to experience substantial interference with his or her academic performance or reasonable adult with his or her employment conditions.

- d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school or reasonable adult to experience substantial interference with employment conditions.

Employee Use of Technology

Online/Internet Services User Obligations and Responsibilities (continued)

“Electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager.

“Reasonable pupil” means a pupil, including but not limited to, an exceptional needs pupil, who exercises average care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

“Reasonable adult” means an adult, including but not limited to, an exceptional needs adult, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

12. 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 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)



PARAMOUNT UNIFIED SCHOOL DISTRICT

Employee Use of Technology

In accordance with Board Policy, I agree to the following conditions:

1. I will not use District technology and related resources to possess, access, post, submit, publish, or display *harmful* or inappropriate matter including, but is not limited to, pictures, images, graphic files, text messages, e-mails, or other visual depictions. The term "harmful" means:
 - a. Taken as a whole and with respect to minors, appeals to a sexual interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act, actual or simulated sexual contact or a lewd exhibition that taken as a whole, lacks serious literary, artistic, political, or scientific value for minors. (47 USC 254(h)).5.
2. I will not use District technology and related resources to engage in discrimination, harassment, intimidation, threats, or bullying of any kind particularly on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code, or association with a person or group with one or more of these actual or perceived characteristics.
3. I will not read, delete, copy, modify or forge anyone else's email or attempt to interfere with their ability to send or receive electronic mail. Additionally, I will use only email or on-line services assigned to me.
4. I will take responsibility for any District email or on-line services accounts issued to me including proper use at all times. I will keep personal account information, home addresses and telephone numbers private.
5. I will use the all District provided technology and related resources safely, responsibly and primarily for work-related purposes and not to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. I will not use District provided technology and related resources to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

7. I will not use District technology and related resources to download and/or use copyrighted material without the author's permission. I will download copyrighted material for instructional use only and only in accordance with copyright laws. I will post copyrighted material online only in accordance with applicable copyright laws.
8. I will not use District technology and related resources to develop 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. I understand 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, I will include in any such site a disclaimer that the district is not responsible for the content of the messages. I understand the District retains the right to delete material on any such online communications.
9. I understand that intentional vandalism of District technology and related resources will result in the cancellation of my user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or the data of any other user, including so-called "hacking."
10. I understand that the District reserves the right to monitor any on-line communications for improper use and that electronic messages will be archived and available to the Superintendent or designee on an as-needed basis to monitor system usage.
11. I will report within a reasonable time any security problem or misuse of the District's technology and related services to the Superintendent or designee. Reasonableness depends on the facts at hand. Some situations may require immediate reporting.

Paramount Unified School District
Technology Department

Technology Use Agreement Signature Page

Return this completed form to your site administrator

- I have read Board Policy (BP 4040) "Employee Use of Technology" revised on 11/19/14, and the associated Administrative Regulations (AR 4040), revised 12/10/14.
- I agree to comply with the provisions of the policy and regulations, particularly as relates to the opening of access to YouTube for teachers.

Name (print)

Date

Signature