

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 all employees to learn to use the available technological resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including email and voice mail, are not private. This technology should not be used to transmit confidential information about students, employees, or district affairs.

The Superintendent or designee may monitor the District's technological resources, including email and voice mail systems, at any time without advance notice or consent. The District will maintain a password list for all users in order to administer District technological resources. If passwords are used, they must be known to the Superintendent or designee, and for security purposes, passwords will only be accessible to system administrators, the Superintendent or designee.

The Superintendent or designee shall establish administrative regulations which 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. Employees will be required to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of a technological resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employee's exclusive representative.

Legal Reference: (see next page)

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Legal Reference:

EDUCATION CODE

11600-11609 *Education Technology Grant Program Act of 1996*

51870-51884 *The Morgan-Farr-Quackenbush Education Technology Act of 1992*

GOVERNMENT CODE

3543.1 *Rights of employee organizations*

PENAL CODE

632 *Eavesdropping on or recording confidential communications*

UNITED STATES CODE, TITLE 20

6801-7005 *Technology for Education Act of 1994*

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The Superintendent or designee shall oversee the maintenance of the District's technological resources and may establish guidelines and limits on their use. He/she shall ensure that employees using these resources receive training in their proper use as well as copies of related District policies and regulations.

With the use of technology and Internet access comes the responsibility to respect and protect the rights of others. Users of District technological resources are expected to act in a responsible, ethical, legal manner, and in accordance with the Menlo Park City School District User Obligations and Responsibilities. Violation of the User Obligations and Responsibilities may result in loss of access privileges, suspension, or other disciplinary or legal action deemed necessary and appropriate.

User Obligations and Responsibilities

Employees are authorized to use the district's technological resources in accordance with user obligations and responsibilities specified below.

1. District technological resources are provided to employees primarily for educational purposes. Commercial and/or political use of District technological resources is strictly prohibited. Employees are not to let personal use of District technological resources encroach on time spent performing work duties. Personal use should be restricted to breaks, lunch periods, or before or after work hours. The district reserves the right to monitor all technology use, and to remove any user files for system security and maintenance.
2. Users are responsible for the proper use of their District accounts at all times. For safety and security, users should not consider any information transmitted across the network to be private.. They shall use District technological resources only with their own account.
3. Users shall not access or transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Appropriate language should be used for all communications.
4. Users shall not use District technological resources to promote or engage in any activity prohibited by law or District policy.
5. Employees shall supervise all student use of District technological resources.
6. Use of District technological resources must adhere to current copyright law and fair use guidelines. The copyright holder's permission must be sought when necessary.

EMPLOYEE USE OF TECHNOLOGY (continued)

7. Vandalism will result, at a minimum, in the loss of all user privileges. Vandalism includes, but is not limited to, transmitting or creating computer viruses, any attempt to alter, harm or destroy District technological resources or to disrupt network traffic, or any attempt to gain unauthorized access to files, resources, accounts, or information.
8. Users shall not read, access, delete, copy, or modify other users' mail or files without appropriate and approved access permissions. Users shall also not disguise their identity, impersonate another user, or appropriate another user's account or identity.
9. Users may not install, download, or transfer computer software onto school computers, nor may they attach non-District hardware without prior permission. If an application or peripheral is necessary, the user should submit a Technology Service Request.
10. Users are expected to conserve District technological resources, including disk space and network bandwidth.
11. Users may not make unauthorized use of the District's name, school names, or other District or school logos or symbols in a manner that creates the false impression that such use is sanctioned by the District.
12. Users shall report any security problem or misuse of District technological resources to the appropriate District representative.

MENLO PARK CITY SCHOOL DISTRICT

Agreement For Employee Use Of Technology

Employee Name: _____

I have read and agree to abide with the **Menlo Park City School District Technology Board Policy and User Obligations and Responsibilities**. I understand the consequences of misuse of District technological resources.

Employee Signature

Date