

Employee Use Of Technology



User Obligations and Responsibilities

Clear Focus on Learning
Establish a specific vision of what high-quality, personalized learning and instruction looks like inside classrooms based on Common Core State Standards.

Comprehensive Accountability
Assess student learning to inform practice and monitor implementation of best practices.

Climate
Ensure safety of staff, and build relationships that core values and responsibilities.

Effectiveness
Ensure fiscal, physical, and human resources to support student learning.

Preparing All Students for College and Career Ready

"Listening, Learning & Leading"

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Employee use of Technology

1. The employee in whose name an on-line service account is issued is responsible for its proper use at all times.

***Examples: Aeries, Oracle, Outlook**

Use systems only under one's own account number.

Keep personal account numbers, home addresses and telephone numbers private.

Employee use of Technology

2. Employees shall use the system primarily for purposes related to their employment with the District...

***Commercial and/or political use of District Technology is strictly prohibited.**

***The District reserves the right to monitor any use of its technology, including but not limited to, on-line communications, for improper use and for maintenance and security purposes.**

Employee use of Technology

*Policy Change

2... Incidental personal use is permitted provided it does not interfere with the performance of job duties or District systems or operations...

Employee use of Technology

3. Users shall not use the system for any illegal activities or to promote unethical practices of any activity prohibited by law or District policy, or administrative regulations.

Employee use of Technology

4. Users shall not access, post, submit, publish, or display matter that is threatening, intimidating, obscene, vulgar, harmful to minors, disruptive, harassing, or a violation of the District's policies against discrimination and harassment.

Employee use of Technology

5. Copyrighted material may not be placed on the system except with the author's permission or when otherwise in accordance with applicable copyright laws.

***Example: Webpages, online file sharing**

Users may download copyrighted material for their own use only and only in accordance with copyright laws.

Employee use of Technology

6. Vandalism is not permitted. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.

Employee use of Technology

7. Users shall not read other users' mail or files;

Users shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

Employee use of Technology

8. Users are encouraged to keep messages brief.

Employee use of Technology

9. Users shall report any security problem or misuse of the network to the Superintendent or designee.

Employee use of Technology

*Policy Change

10. Any on-line resources developed or used by a District employee using District technology shall be subject to rules and guidelines established for District on-line publishing activities.

Examples:... copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content.

The District retains the right to delete material on any such On-line communications.

Employee use of Technology

***New Policy**

11. Employees are reminded that if they choose to grant students access to their social media site(s), the site(s) should be professional and appropriate for students.

It is suggested that employees maintain a separate social media presence for their personal use as opposed to any social media presence they have for school- or student-related purposes.

Employee use of Technology

***New Policy**

12. Employees shall not direct students to sign up for Internet services, such as e-mail accounts, without District authorization.

Written permission from the parent/guardian shall be required in a form prescribed by the District.

Employee use of Technology

***New Policy**

13. Any employee who uses a District cell phone or mobile communications device (or a personal device during work time) in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Driving while using a cell phone without a hands-free device is unlawful.

Employee use of Technology

***New Policy Clarification**

13. ...mobile communications device...

***Include: iPad, computer, laptop, tablet, etc.**

***Policy applies to District cell phones or District mobile devices 24/7.**

***Policy applies to personal devices during work hours.**

Employee use of Technology

14. Employees shall use District technology responsibly. For example, employees shall not:

- * • Modify or attempt to repair District computer or other hardware without prior authorization;**
- * • Connect any personal device in the network such as a wireless access point, router or hub, etc.;**
- * • Use web based proxies/anonymizers or software that attempts to make on-line activity on the Internet untraceable;**
- * • Employ, either directly or by implication, a false identity when using an account or other electronic resource; or**
- * • Distribute, post, or otherwise make available to those without authority any confidential or private information.**

Summary of Employee use of Technology Policy Changes

***Incidental personal use of technology is permitted, provided it does not interfere with job duties.**

***Online resources developed or used by District employees is subject to guidelines for online publications.**

***Education social media sites and personal social media sites are maintained as separate entities, with access provided exclusively to education social media sites.**

Summary of Employee use of Technology Policy Changes

***Employees shall not direct students to sign up for internet services without parent permission and district authorization.**

***Any employee who uses a District cell phone or mobile communications devices (or a personal device during work time) in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be deferred to law enforcement officials as appropriate.**

Employee use of Technology

***Employees shall use technology responsibility. Employees shall not, for example:**

- **Repair equipment without authorization**

- **Connect personal devices to the district network**

- **Use untraceable devices**

- **Use a false identity**

- **Distribute confidential or private information**

SAUSD Website Technology Use Policies

Place District website information here!