

All Personnel

Employee Use Of Technology

**User Obligations and Responsibilities**

Employees are authorized to use the District's technology in accordance with user obligations and responsibilities specified below.

1. The employee in whose name a network services account is issued is responsible for its proper use at all times. Users shall keep personal account information, home addresses and telephone numbers private. They shall use the system only under their own account.
2. Employees shall use the network primarily for purposes related to their employment with the District. Incidental personal use is permitted provided it does not interfere with the performance of job duties or District systems or operations. 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, Internet-based communications, for improper use and for maintenance and security purposes.
3. Users shall not use the network or District technological resources for any illegal activity or to promote unethical practices or any activity prohibited by law or District policy, or administrative regulations. (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
4. Users shall not access, post, submit, publish, or display matter that is threatening, intimidating, obscene, vulgar, harmful to minors (as defined in 47 USC 254), disruptive, harassing, or a violation of the District's policies against discrimination and harassment. (cf. 4030 - Nondiscrimination in Employment) (cf. 4031 - Complaints Concerning Discrimination in Employment) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
5. Copyrighted material may not be placed on the network of any Internet-based resources except with the author's permission or when otherwise in accordance with applicable copyright laws. Users may download copyrighted material for their own use only and only in accordance with copyright laws. (cf. 6162.6 - Use of Copyrighted Materials)
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.
7. Users shall not attempt to access or read other users' mail or files; they 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.

8. Users are encouraged to keep messages brief.
9. Users shall report any potential security problem or misuse of the District's network resources to the Superintendent or designee. (cf. 6163.4 - Student Use of Technology)
10. Any Internet or network-based resources developed or accessed by a District employee using District technology shall be subject to rules and guidelines established for District publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. The District retains the right to delete material on any such Internet-based communications. (cf.1113 - District and School Web Sites)
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.
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.
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. (cf.3513.1 - Cellular phone reimbursement) (cf.3542 - School bus drivers)
14. Employees shall use District technology responsibly. For example, employees shall not:
  - modify District computers or other hardware without prior authorization;
  - connect any personal networking device to the network such as a wireless access point, router or hub, etc.;
  - use web-based proxies, software or other *means* to make 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.