

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 4040(a)

All Personnel

Employee Use of Technology

The Governing Board recognizes that technology and Internet-based resources 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 electronic resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources. (cf. 0440 - District Technology Plan) (cf. 4032 - Reasonable Accommodation) (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment. Incidental personal use of District technology shall not interfere with job duties or District operations. Use of District technology is a privilege which may be revoked at any time. (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees should be aware that electronic files and communications shared over networks, including email, Internet messaging and voice mail, are not private. Internet-based communications technologies should not be used to transmit confidential information about students, employees, or District affairs without authority and the proper use of security software.

To ensure proper use, the Superintendent or designee may monitor the District's technological resources, including but not limited to, email and voice mail systems, stored files and text messages, at any time without advance notice or consent. ***If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access when the employee is absent.*** Employees are reminded that employee emails and other electronic communications pertaining to the business of the District are generally deemed to be public records and must be disclosed to members of the public upon request unless the records are specifically exempt from disclosure by law.

Employees are cautioned to follow all applicable laws and District policies in releasing student or personnel information electronically or otherwise. Disclosure of such information is generally prohibited. Employees shall not allow students to access employee accounts, passwords, grading programs or other restricted resources.

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

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 shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

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

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994 CDE

PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources