



## **Employee Acceptable Use Agreement**

The Board of Trustees of the Santa Maria Joint Union High School District recognizes that technology enhances employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communication, supporting District and school operations, and improving access and exchange of information. Employee use of technology is governed by Board Policy 4040. This Agreement applies to, and describes the responsibilities and obligations of, all district employees using the district's electronic devices and technological resources. This Agreement may be referred to in other Policies or Regulations as an Acceptable Use Agreement, Policy, or Notification. All such references refer to this Agreement.

Employees are cautioned that using District electronic devices and technological resources, including the school WiFi with a personal device, for personal reasons must be limited and must not interfere with the efficient performance of their job duties. In addition, employees are cautioned that personal use of the District technology resources may be subject to the monitoring outlined below. Additionally, the Board of Trustees expects employees to behave civilly and professionally online.

### **Definitions**

The term Electronic Device means any device that is capable of transmitting, receiving, or storing digital media. Electronic devices include but are not limited to:

- Computers (laptop or desktop)
- Tablets
- Telephones
- Cellular telephones
- Smartphones or smart devices
- Radios
- Pagers
- Voicemail
- Digital cameras
- Personal digital assistants
- Wearable technology
- Any wireless communication device including emergency radios
- Monitors
- Docking stations
- Keyboards and mice
- Portable storage devices (USB drives)
- Portable media devices (compact discs and DVDs)

- Printers, copiers, scanners, and fax machines

Definition of Technological Resources:

The term Technological Resources means any resource available to students and staff that utilizes a technology-based component. Technological Resources include but are not limited to:

- District networks (primary, public, hosted, and hidden networks)
- Network accounts
- Licensed software and online platforms
- Wireless access points
- The internet
- Email and text messages
- Data (student, staff, and district data)
- Websites
- Cameras

District Technology is technology owned by the District or otherwise provided to any employee by the District.

Personal Technology or Personally Owned Devices refers to any technology or devices which are not District Technology.

### **User Obligations and Responsibilities**

District Technology will be installed and maintained only by the Technology Department. The district has an obligation to ensure that software and online platforms, especially those used by students, are being used legally in compliance with the Children’s Internet Protection Act (CIPA). Additionally, any software or online platforms must be under District licenses and agreement before they may be integrated with District Technology.

1. Employees receive a unique username for network and computer use. Employees create a personal password that is not to be shared. Employees may change their password at any time and may be required to change it at regular intervals according to District security standards. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, including passwords, private. They shall use the system only under the account to which they have been assigned. Employees shall not share their password or allow it to be used by another person.
2. All employees who have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations as they relate to the release of student information. Employees shall only access or share student information with others using District Technology for legitimate educational purposes.

Releasing, transporting, electronically transmitting, emailing, sharing, or storing employee or student information outside the physical or logistical control of the District is prohibited without written approval from a school or District administrator.

3. Employees shall use the system safely, responsibly, and primarily for work-related purposes. Occasional and incidental personal use of the District's technological resources, including internet access, is allowed if it does not violate a District regulation or state or federal law. By the allowance of such use, however, the District does not grant any ownership, privacy, or expectation of privacy to any person in the contents of any messages or other internet activities involving district electronic devices or technological resources. Personal use of the internet is prohibited if:

- it materially interferes with the use of the district's technological resources; or
  - such use burdens the district with additional costs; or
  - such use interferes with the staff member's employment duties or other obligations to the District;
- or
- such personal use includes any activity that is prohibited under any district board policy or regulation, state or federal law.

Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer or District device without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers with a Virus or Trojan will be subject to disciplinary action and/or legal action. The District is not responsible for any loss or damage incurred by an individual as a result of personal use of District-owned electronic devices or technological resources.

4. The District may search and otherwise monitor employees' electronic communications and electronic device use without further notice or consent. Any and all such search and monitoring shall be conducted by the Director of Instructional Technology or designee with approval of the Superintendent or designee.

5. Personally owned electronic devices may be used for District business. However, this privilege may be revoked at any time at the discretion of an administrator. Any employee who uses a personal electronic 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. Under no circumstances may a District administrator access or confiscate a personally owned electronic device. Email sent and received using a District email account, including messages deleted by the user, is recorded and stored by the District, independent of whether the email is access from a District electronic device, or from within the District's network or outside of the District's network, and can be access by the Superintendent or designee without the user's password. History of websites visited from any device while on the District network is also recorded and stored.

6. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. No messages may be transmitted under an assumed name or another user's login. Users may not attempt to obscure the origin of any message. Users of electronic communication tools shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board Policy, or Administrative Regulations.

7. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

9. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email. Employees are not to send district or site-wide email messages without approval from the Superintendent or designee.

10. 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. Any domain name used for District, school, or school-related websites must be owned by the District. Employees shall not direct students to create online accounts with companies or organizations that are not under contract and/or agreement with the district.

11. Users shall report any security problem or misuse of District electronic devices or technological resources to the Superintendent or designee.

12. To help protect employees' personal information from subpoenas or public records requests, employees shall only use their official district email address for all district and school matters.

Employees are subject to discipline for violating District Policy, Administrative Regulation, state, local, and federal law. Any inappropriate use of District Technology may result in loss of access (including, but not limited to, restriction or revocation of use of District Technology) and discipline consistent with the law and district policy. In addition, any conduct that could be criminal conduct will be reported to the appropriate law enforcement agency.

**Employee Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, Board Policy 4040 - Employee Use of Technology, and other applicable laws and District policies and regulations governing the use of District Technology. I understand that there is no expectation of privacy when using District Technology or when I utilize my Personal Technology to use or access District Technology. I further understand that any violation may result in disciplinary action. I hereby release the District and its personnel from any and all claims and damages arising from my use of District Technology or from the failure of any technology protection measures employed by the District.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Work Site: \_\_\_\_\_ Signature: \_\_\_\_\_

Please note: Nothing in this notice and/or any District Policies or Regulations regarding the use of District Technology is intended to limit the rights of the Association as the exclusive representative to communicate with its bargaining unit members by email where permitted under the Collective Bargaining Agreements and/or the Educational Employment Relations Act (California Government Code). Therefore, "Official Association Communication" is permissible. "Official Association Communication" is communication prepared and sent by the Association President or his/her designee.