

# SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

## ACCEPTABLE USE NOTIFICATION

### I. INTRODUCTION

The Board of Trustees of the Santa Maria Joint Union High School District ("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 Notification is intended to alert employees to the parameters of their use of technology in the District. This Notification may be referred to in other Policies or Regulations as an Acceptable Use Agreement, Policy, or Notification. All such references refer to this Notification.

The District provides access to a wide variety of technological tools and resources. Employees are expected to use these resources primarily for purposes relating to their employment and may not use these tools for personal reasons while on duty. Employees are cautioned that any personal use 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 discussed in Section III below.

The Board of Trustees expects employees to behave civilly and professionally online just as they would offline. Online communication and behavior is subject to the same requirements as offline communications and behavior. While e-mail may feel informal, employees should consider the language, tone, and demeanor of their communications via e-mail just as they would as professionals in their offline communications and behavior.

### II. DEFINITIONS

"Technology" includes, but is not limited to, computers, both desktop and laptop; the Internet; telephones; cellular telephones; personal digital assistants; pagers, MP3 players; USB drives, wireless access points (routers); smartphones and smart devices; tablet computers; networks; emails; wearable technology; computer software and applications; phone systems, voicemail and voicemail systems; fax machines, copy machines; scanners, digital storage media, network accounts; any wireless communication device including emergency radios and future technological innovations. This list is not exhaustive and is intended to include all technology resources utilized by the District including those not currently in use, but that could

"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.

### III. PRIVACY

All District Technology, including, but not limited to, the District network, associated Internet capabilities, computer system, and all District-provided or owned mobile computing devices, is the

sole property of District. Since the use of District Technology is intended solely for use in conducting District business, District employees have no right or expectation of privacy in the District network, email system, computer system or any District-owned or District-provided equipment. No employee should have any expectation of privacy in any use of District Technology.

All passwords created for or used on any District Technology, including, but not limited to, computers, network systems, Internet sites, documents and mobile devices, are the sole property of District. The creation or use of a password by an employee on District Technology does not create a reasonable expectation of privacy.

The District reserves the right to monitor any use of or activity on District Technology, including the use of Internet and network resources and social media, at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal or prohibited activity.

#### IV. USER OBLIGATIONS AND RESPONSIBILITIES

The District provides access to technological resources to employees for educational and administrative purposes. Any personal use of District Technology should be limited and must not interfere with any District business and operations, the work and productivity of any District employee, or the safety and security of District Technology.

Employees are authorized to use the District Technology resources to access the Internet or other online services in accordance with Board Policy and Administrative Regulation, this Notification, and the user obligations and responsibilities described, but not limited to, the following:

Employees shall use District Technology safely, responsibly, and primarily for work-related purposes.

Employees shall not transmit, request, or receive materials inconsistent with the mission and values of the District.

Employees shall not use the system to promote unethical practices or to engage in any activity prohibited by law, Board Policy, or Administrative Regulation.

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, home addresses, and telephone numbers private. They shall use the system only under their own user identity. Staff must use assigned accounts or passwords to access District computers, electronic devices, and network. Employees shall not use any District Technology to send any message that purports to be from another employee or uses another employee's email address.

Employees shall not send site-wide or district wide emails or group emails addressed to other employees outside the scope of the employee's work assignment without the permission of the Site Principal or Superintendent or his/her designee

No employee shall permit the use of his/her assigned account or password, or use another person's assigned account or password, without the prior express written consent of the employee's supervisor and the designated technology administrator at the employees work site.

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, gender identity, sexual orientation, age, disability, religion, or political beliefs.

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

Employees shall not use District Technology for any purpose that infringes on the copyright, license, trademark, patent or other intellectual property rights of another.

Employees shall not develop any classroom or work-related web sites, blogs, forums, social media accounts, or similar online communications representing the District or using District Technology 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 an employee use of technology 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.

Employees shall not establish inappropriate communication with students using District technology resources. Any communication with students shall be for an educational purpose only.

Employees shall not use District Technology for political or religious advocacy or on behalf of charitable organizations.

Employees shall not engage in any vandalism of District technology. 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.

Employees shall not install software on District Technology except as authorized. Authorized software installations includes updates to installed applications, operating system updates and device drivers. Also authorized are application software intended to support the educational goals of the District.

Unauthorized software is software that poses a network security threat, software intended to circumvent established district policy or procedure, and software that degrades the performance of a district device and/(or) District technology systems. Employees should use established Information and Technology Department procedures to request installation or maintenance of District owned or provided devices.

Employees should understand that the public meeting provisions of the Brown Act cannot be circumvented through email or network conferencing.

## V. FILTERS AND OTHER INTERNET PROTECTION MEASURES

In compliance with the Children's Internet Protection Act, 47 U.S.C. 254, the Director of IT or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography,

or harmful to minors and that the operation of such measures is enforced.

The District may, at any time, without prior notice, install technology protection and/or filtering measures deemed necessary by District management.

## VI. USE OF PERSONAL TECHNOLOGY AND PERSONALLY OWNED DEVICES

If an employee receives permission to access the District network, District electronically stored information, District electronic mail and message, and/or any other District Technology from his/her Personal Technology, the employee must abide by all District policies when accessing District Technology. Employees have no right or expectation of privacy in District Technology, including, but not limited to, District email and messages, even if that technology is accessed using Personal Technology.

## VII. CONSEQUENCES FOR VIOLATION

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 Notification, BP 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 the consequences identified in Section VII above.

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: \_\_\_\_\_ Position: \_\_\_\_\_

(Please print)

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

Policy SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

adopted: October 13, 2015 Santa Maria, California