

Employee Use of Electronic Information Resources

The Solano County Office of Education (SCOE) recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting school and program operations; and improving access to and exchange of information. SCOE expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use SCOE's technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including e-mail and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or SCOE operations without authority.

Online/Internet Services

The County Superintendent or designee shall ensure that all SCOE computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of e-mail and stored files. Monitoring may occur at any time without advance notice or consent. The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement, which outline employee obligations and responsibilities related to the use of SCOE technology. Designee also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, policy, and administrative regulation.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use SCOE's technological resources. Employees shall be required to acknowledge in writing that they have read and understood SCOE's Acceptable Use Agreement.

User Obligations and Responsibilities

Employees are authorized to use SCOE equipment to access the Internet or other online services in accordance with policy, SCOE's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. 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 the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.

Policy 4040 (Continued)

3. 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.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. Employees shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy SCOE equipment or materials or the data of any other user including so-called "hacking."
8. Employees shall not attempt to interfere with other users' ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify, or forge other users' e-mail.
9. Employees shall not develop any classroom or work-related websites, blogs, forums, or similar online communications representing SCOE or using SCOE equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for SCOE 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 SCOE is not responsible for the content of the messages. SCOE retains the right to delete material on any such online communications.
10. Employees shall not install personal or unlicensed software or files on SCOE computers. This includes using SCOE computer storage space for recorded music files or personal documents.
11. Any SCOE computer may at any time be erased and rebuilt to its original factory condition at the discretion of the Director of Information Services and Technology. This option is necessary to protect the security and integrity of the SCOE network and information systems and to necessarily enforce established policies. This action may be taken without regard for the presence of any personal files or documents on the computer.
12. Electronic documents created by employees in the course of their employment are the exclusive property of SCOE and may not be transferred except as part of the employee's assigned job duties.
13. Users shall report any security problem or misuse of the services to the Superintendent or designee.

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Policy 4040 (Continued)

Legal Reference:

EDUCATION CODE

- 51870-51874 Education technology
- 52270-52272 Education technology and professional development grants
- 52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

- 3543.1 Rights of employee organizations

PENAL CODE

- 502 Computer crimes, remedies
- 632 Eavesdropping on or recording confidential communications

VEHICLE CODE

- 23123 Wireless telephones in vehicles
- 23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

- 6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:
 - 6777 Internet safety

UNITED STATES CODE, TITLE 47

- 254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

- 54.520 Internet safety policy and technology protection measures, E-rate discounts

Policy Cross-Reference:

- 0440 Technology Plan
- 1113 Website
- 3513.1 Cellular Phone Reimbursement
- 3542 School Bus Drivers
- 4030 Nondiscrimination in Employment
- 4031 Complaints Concerning Discrimination in Employment
- 4032 Reasonable Accommodation
- 4040.1 Acceptable Use Agreement
- 4112.9 Employee Notifications
- 4118 Dismissal/Suspension/Disciplinary Action
- 4119.11 Sexual Harassment
- 4119.25 Political Activities of Employees
- 4119.23 Unauthorized Release of Confidential/Privileged Information
- 4119.41 Employees with Infectious Disease
- 4131 Staff Development
- 4156.3 Employee Property Reimbursement
- 4161.21 Hybrid Teleworking
- 5125 Student Records
 - 5125.1 Release of Directory Information
- 6162.6 Use of Copyrighted Materials
- 6163.4 Student Use of Technology