

Personnel

Employee Use Of Technology

The Governing Board recognizes that technological resources enhance employee performance by offering tools to assist in providing a quality instructional program, and facilitating communications with parents/guardians, students and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects that all employees learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources. (cf. 0440 District Technology Plan) (cf. 1100 - Communication with the Public) (cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media) (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 technological resources only for purposes consistent with the educational mission of the District and in accordance to all applicable policies and regulations. Such use is a privilege that may be revoked at any time. (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment) (cf. 4119.21/4219.21/4319.21 - Professional Standards) (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 4119.25/4219.25/4319.25 – Political Activities of Employees) (cf. 5125 - Student Records) (cf. 5125.1 - Release of Directory Information) (cf. 6162.6 - Use of Copyrighted Materials) (cf. 6163.4 - Student Use of Technology)

Employees shall be notified that computer files and electronic communications, including e-mail and voice mail, are not private. The computer system provided by Lompoc Unified School District is the property of the District. No person using the system has a right to expect privacy with respect to any material stored on that system, including email and material downloaded from the Internet. The District reserves the right to monitor and access all such material.

Technological resources shall not be used to transmit confidential information about students, employees or district operations without authority. (cf. 4119.23/4219.23/4319.23 -Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records) (cf. 5125.1 - Release of Directory Information)

Online/Internet Services

The Superintendent or designee shall ensure that all district computers with Internet

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access have a technology protection measure that prevents access to visual depictions that are obscene or to 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. (20 USC 6777; 47 USC 254)

The Superintendent or designee shall establish an Acceptable Use Agreement that outlines employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy and administrative regulation. (cf. 4118 -Suspension/Disciplinary Action) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

District technology includes, but is not limited to, computers, the District's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

Use of Cellular Phone or Mobile Communications Device

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the District, including, but not

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limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

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

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Any employee that uses a cellular mobile phone or mobile communications device in violation of penal code, vehicle code, board policy, or administrative regulation may be subject to progressive discipline and may be referred to law enforcement officials as appropriate. (cf. 3513.1 - Cellular Phone Reimbursement) (cf. 3542 - School Bus Drivers) (cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Legal Reference:

CALIFORNIA EDUCATION CODE

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

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

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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

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

Lompoc Unified School District
Adopted: (4/05 6/09 1/10) 9/16