

SP4040 Employee Use Of Technology
Personnel

Status: ADOPTED
May 17, 2016

The Modoc County Superintendent of Schools recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communication with parents/guardians, students, and the community; supporting Modoc County Office and school operations. The County Superintendent 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 training in the appropriate use of these resources.

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

County Office technology includes, but is not limited to, computers, the County Office computer network including a login and shared storage servers and wireless computer networking technology (wi-fi), the Internet, MCOE email accounts, USB drives, portable computers, smartphones and mobile 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 County Office -owned or personally owned equipment or devices.

The County Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of County Office technology. Upon employment and whenever significant changes are made to the County Office Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use County Office 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)

The County Superintendent or designee shall ensure that all County Office 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 County 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)

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 County Office, business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of County Office, technology to the County Superintendent or designee.

Inappropriate use of County Office, technology may 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.

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

23123.5 Mobile communication devices; text messaging while driving

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