

Superintendent Policy-Exhibit

Employee Use Of Technology

E 4040

Personnel

ACCEPTABLE USE AGREEMENT AND RELEASE OF COUNTY OFFICE FROM LIABILITY (EMPLOYEES)

The Shasta County Office of Education authorizes its employees to use technology owned or otherwise provided by the county office as necessary to fulfill the requirements of their position. The use of county office technology is a privilege permitted at the county office's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The county office reserves the right to suspend access at any time, without notice, for any reason.

The county office expects all employees to use technology responsibly in order to avoid potential problems and liability. The county office may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The county office makes no guarantee that the functions or services provided by or through the county office will be without defect. In addition, the county office is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use county office technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

County Office technology includes, but is not limited to, computers, the county office'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 county-owned or personally owned equipment or devices.

Employee Obligations and Responsibilities

Employees are expected to use county office technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of county office technology shall not interfere with county office business and operations, the work and productivity of any county office employee, or the safety and security of county office technology. The county office is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of county office technology.

The employee in whose name county office technology is issued is responsible for its proper use

at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the county office's system for which they do not have authorization.

Employees are prohibited from using county office technology for improper purposes, including, but not limited to, use of county office technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive county office, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm county office technology or other county office operations (such as destroying county office equipment, placing a virus on county office computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or county office practice

Privacy

Since the use of county office technology is intended for use in conducting county office business, no employee should have any expectation of privacy in any use of county office technology.

The county office reserves the right to monitor and record all use of county office technology, including, but not limited to, access to the Internet or social media, communications sent or received from county office technology, or other uses within the jurisdiction of the county office. Such monitoring/recording may occur 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. Employees should be aware that, in most instances, their use of county office technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any county office technology are the sole property of the county office. The creation or use of a password by an employee on county office technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access county office technology or conduct county office business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a county office or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 – County Office Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to county office technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and county office policies and regulations governing the use of county office technology. I understand that there is no expectation of privacy when using county office technology or when my personal electronic devices use county office technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the county office and its personnel from any and all claims and damages arising from my use of county office technology or from the failure of any technology protection measures employed by the county office.

Approved by Cabinet: July 5, 2016