

**ACCEPTABLE USE STANDARDS AND AGREEMENT FOR TEHAMA COUNTY DEPARTMENT OF EDUCATION
ELECTRONIC NETWORK IN ACCORDANCE WITH SP 4040**

All employees are expected to learn to use the available technological resources that will assist them in the performance of their job responsibilities and to seek training as needed and approved by their supervisor.

Employees shall be responsible for the appropriate use of technology and shall use the department's technological resources primarily for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or department operations without authority.

TCDE Employees:

- Are responsible for all material posted from their accounts. No pseudonym or anonymous messages may be sent.
- Are prohibited from sending/receiving email that could be construed as harassment or discriminates by virtue of any protected classification, i.e., race, gender, religion, etc.
- Must use a password and may not allow others to use their passwords or their accounts. Accessing the accounts or files of other employees is prohibited unless deemed necessary within the employee's scope of work.
- Are prohibited from using the network and its content for personal political and/or personal commercial purposes or in the support of illegal activities.
- Are aware that computer files and communications over electronic networks, whether work related or personal, including e-mail and voice mail are not private. TCDE will, to the extent possible, respect privacy of all account holders. However, employees should keep in mind that TCDE reserves the right to monitor any information stored or transmitted over TCDE networks.
- Are expected to report any sites that contain objectionable material.

Employees shall be responsible for the safe and efficient operation of technological resources by:

- Not using equipment with food or drink nearby.
- Not attempting to repair equipment or allowing anyone who is not Tehama County Department of Education technology support staff to attempt to repair equipment.
- Not loading non-department software on computers without approval from Tehama County Department of Education technology support staff.
- Not attempting to bypass any security or network settings or make changes to their configurations.
- Protecting the confidentiality and security of data on the computer by not allowing persons not employed by Tehama County Department of Education to use the computer unattended.

I have read the Acceptable Use Standards and Agreement for the Tehama County Department of Education, understand it, and agree to adhere to the guidelines and procedures detailed within. I understand that use of the department's technological resources are to be used primarily for the purposes related to my employment and that there is no expectation of privacy.

Signature

Date

Name

EMPLOYEE USE OF TECHNOLOGY

The Tehama 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 communications with parents/guardians, students, and the community, supporting Tehama County Department of Education and school operations, and improving access to and exchange of information. 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 professional development in the appropriate use of these resources.

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

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

Online/Internet Services

The County Superintendent or designee shall ensure that all Department 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)

To ensure proper use, the County Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the County Superintendent or designee so that he/she may have system access.

The County Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of Department technology. He/she 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, Department policy, and administrative regulation.

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

EMPLOYEE USE OF TECHNOLOGY (continued)

Use of Cellular Phone or Mobile Communications Device

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

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*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

EMPLOYEE USE OF TECHNOLOGY

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use Tehama County Department of Education equipment to access the Internet or other online services in accordance with Tehama County Superintendent of Schools policy, the Department'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.
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, Department policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the County Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. 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.
8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the Department or using Department equipment or resources without permission of the County Superintendent or designee. Such sites shall be subject to rules and guidelines established for Department 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 the Department is not responsible for the content of the messages. The Department retains the right to delete material on any such online communications.

EMPLOYEE USE OF TECHNOLOGY (continued)

9. Users shall report any security problem or misuse of the services to the County Superintendent or designee.