

Santa Barbara Unified School District

Administrative Regulation

All Personnel

AR 4040

EMPLOYEE USE OF TECHNOLOGY

The purpose of employees using district-owned electronic devices and using the district's technology network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the district's network, Internet, and email services must be in support of education and research and consistent with the educational objectives of the district. Use of other networks and/or computing resources must comply with the guidelines governing those networks.

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district-owned electronic devices to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

(cf. 4119.21 – Professional Standards)

1. Employees receive a unique user ID for network and computer use. The accompanying password is not to be shared. Staff may change their password at any time and may be required to change it at regular intervals according to district security standards. Employees shall not share their password or allow it to be used by any other person.
2. All employees who have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they relate to the release of student information.

Releasing, transporting, electronically transmitting, emailing, or storing employee or student information outside the physical or logistical control of the district through the use of a USB flash drive or by other means is prohibited without written approval as evidenced by a completed and approved Educational Technology Services (ETS) Data/Information Use Agreement.

(cf. 5125 – Student Records)

(cf. 4119.23 – Unauthorized Release of Confidential/Privileged Information)

3. Employees shall use district-owned electronic devices and technological resources safely, responsibly, and primarily for work-related purposes. Occasional and incidental personal use of the district's technological resources, including Internet access, is allowed if it does not violate a district regulation or state or federal law. By the allowance of such use, however, the district does not grant any ownership, privacy, or expectation of privacy to any person in the contents of any messages or other Internet activities involving district-owned electronic devices or technological resources.

Personal use of the Internet is prohibited if:

- it materially interferes with the use of the district’s technological resources; or
- such use burdens the district with additional costs; or
- such use interferes with the staff member's employment duties or other obligations to the district; or
- such personal use includes any activity that is prohibited under any district board policy or regulation, state or federal law.

The district is not responsible for any loss or damage incurred by an individual as a result of personal use of district-owned electronic devices or technological resources.

4. Based upon the consent form signed by each employee as required by Board Policy 4040, the district may search and otherwise monitor employees’ electronic communications without further notice or consent. Any such search and monitoring shall be conducted by the Chief Educational Technology Officer (CETO) or designee with the approval of the Superintendent, or, in his or her absence, the CETO.

The district will issue, in a manner consistent with law, an annual report summarizing instances of nonconsensual access pursuant to the provisions of this section, without revealing personally identifiable data. The CETO shall tabulate this data for the district and provide the annual report to the Governing Board.

5. Personally owned technology devices may be used for district business. However, this privilege may be revoked at any time at the discretion of an administrator. Any employee that uses a personal technology device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate. Under no circumstances may a district administrator access or confiscate a personally owned technology device. Email sent and received using a district email account, including messages deleted by the user, is recorded and stored by the district, independent of whether the email is accessed from a district-owned or personal device, or from within the district’s network or outside of the district’s network, and can be accessed by ETS staff without the user’s password. History of websites visited from any device while on the district network is also recorded and stored.
6. Employees shall not access, post, submit, publish, email 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. No messages may be transmitted under an assumed name or another user’s login. Users may not attempt to obscure the origin of any message. Users of electronic communications resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the district unless appropriately authorized to do so.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

7. In order to help protect employees’ personal information from subpoenas or public records requests, employees shall only use their official district email address for all district and school (including academies) matters.

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

9. 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.

10. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district 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 district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications. Any domain name used for district, school, or school-related websites must be owned by the district.

(cf. 1113 – District and School Web Sites)

11. Adding, modifying, repairing, removing, reconfiguring or otherwise tampering with any district-owned electronic devices or technological resources is prohibited.

12. Users shall report any security problem or misuse of district-owned electronic devices or technological resources to the Superintendent or designee.

SANTA BARBARA UNIFIED SCHOOL DISTRICT

Santa Barbara, California

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