EMPLOYEE USE OF TECHNOLOGY

The Governing Board 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 district and school operations, and improving access to and exchange of information. Employees may use district provided electronic devices and technological resources for district related business. The Board expects all employees to learn to use district provided electronic devices and technological resources to assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these devices and resources.

Employees shall be responsible for the appropriate use of district-owned electronic devices and technological resources and shall use them 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 district operations without authority.

Online/Internet Services
The Superintendent or designee shall ensure that all district-owned electronic devices with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography while on the district’s network 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)

To ensure proper use, each employee who uses a district-owned electronic device shall, at the time of employment, sign the district’s Acceptable Use Policy consenting to the following without further notice or consent: (i) the Superintendent or designee accessing the district-owned electronic device used by the employee; (ii) the Superintendent or designee reviewing, copying and otherwise and taking possession and using all electronic information stored on the district-owned electronic device; (iii) the
Superintendent or designee monitoring at any time, all electronic communications sent to or received by the employee on the district-owned electronic device, including the accessing of email and stored files, (iv) the Superintendent or designee accessing and monitoring and deleting any classroom or work-related web sites, blogs, forums, or similar online communications that violate AR 4040, item 10; and (v) disclosing to the Superintendent or designee all passwords necessary for the Superintendent or designee to monitor employee usage of technological resources and district-owned electronic devices.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district-owned electronic devices and technological resources. He/she also may establish guidelines and limits on the use of district-owned electronic devices and 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, Board policy, and administrative regulation.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

**Use of Cellular Phone or Mobile Communications Device**

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

Any employee that uses a cell phone or mobile communications 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.

(cf. 3513.1 - Cellular Phone Reimbursement)
(cf. 3542 - School Bus Drivers)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

**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
- 1546  Electronic Communications Privacy Act

**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

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California February 23, 2010; October 14, 2014; May 10, 2016