

Santa Barbara Unified School District

Board Policy

All Personnel

BP 4040

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.

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)

(cf. 4032 - Reasonable Accommodation)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6163.4 - Student Use of Technology)

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.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

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>

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

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

SANTA BARBARA UNIFIED SCHOOL DISTRICT

Santa Barbara, California

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