



COAST UNIFIED SCHOOL DISTRICT

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TO: All Staff

From: Henry Danielson, Director of Information Technology

Re: ANNUAL REMINDER - No Expectation of Privacy for Employees Using District Technology

The District recognizes and supports advances in technology and provides an array of technology resources for employees to use to enhance the learning environment, facilitate resource sharing, encourage innovation and to promote communication. The District strives to ensure such resources are used safely and securely. **Accordingly, the purpose of this annual notice is to remind all Coast Unified School District (“District”) employees that they have no expectation of privacy when using District Technology.**

“District Technology” is defined broadly to include all District-owned and maintained, created or authorized electronic technology, including, but not limited to, computer hardware and software, electronic devices such as tablet computers, smart phones and cell phones, telephone and data networks (including intranet and Internet access), email systems, and electronically stored data, websites, web applications or mobile applications. The definition of District Technology expressly includes access to District data networks from devices whether owned by a user or the District, whether on or off District property.

The District reserves the right to monitor employee use of District Technology to ensure public resources are appropriately used and to ensure that the District’s policies and regulations, such as those regarding harassment and nondiscrimination, as well as other applicable policies and regulations, are being followed.

Therefore, employees should have no expectation of privacy when using District Technology. The District will monitor all use of District Technology to ensure compliance with its Acceptable Use of Technology Agreement, which all employees receive and are required to sign acknowledging receipt. Importantly, employees should not consider any incoming or outgoing email communications or use of the District’s Internet or wifi service to be private.