



ADMINISTRATIVE REGULATION -- EMPLOYEE USE OF TECHNOLOGY

Online/Internet Services: User Obligations and Responsibilities

The County Superintendent or designee is the primary authorized possessor of the County-owned electronic device(s), along with the employee who has been authorized secondarily to use the electronic device(s). Employees are authorized to use County-owned electronic devices to access the Internet or on-line services in accordance with Board Policy 5040 and the employee obligations and responsibilities are specified below. At any time and for any reason the County Superintendent or designee may take possession of the device and its content, including physically removing it from the employee.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers and other personally identifiable information private; they shall use the system only under the account credentials to which they have been assigned and will not allow others to use the system using an employee's online account. Any problems that arise from the use of the account are the responsibility of the account holder. Employees shall not log into the network using another staff member's account information.
2. Employees shall use the system safely, responsibly, and for work-related purposes. During non-duty periods, County-owned electronic devices shall be used for purposes consistent with the educational mission of the County Education Office and in accordance with all applicable policies and regulations.
3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is (a) threatening, obscene, pornographic, disruptive or sexually explicit; (b) that could be construed as harassment or disparagement of others based on the person's actual or perceived race, religious creed, color, national origin, ancestry, ethnic group identification, age, marital or parental status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; (c) to promote unethical practices or any activity prohibited by law, board policy, or administrative regulation; (d) for commercial or other for-profit activities without the permission of the County Superintendent or designee; (e) for political purposes; or (f) to cyber bully. The County Superintendent or designee reserves the rights to any materials stored in files and will remove any material that is believed to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials.

The County Superintendent or designee will refer for disciplinary action any individual who does not comply with the provisions of this agreement. Cancellation of user privileges and possible personnel action will be at the discretion of the County Superintendent or designee after application of due process.

4. Copyrighted material shall not be placed on the County Education Office's technological resources without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws.

5. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy County-owned electronic devices, equipment or materials or the data of any other user, including so-called "hacking."

6. Employees shall not read other users' electronic mail or files unless authorized by the County Superintendent or designee. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

7. Employees shall not develop any work or classroom-related web sites, blogs, forums, or similar online communications representing the County Education Office or use County-owned electronic devices or County-owned technological resources without permission of the County Superintendent or designee. Such sites shall be subject to rules and guidelines established for County Education Office online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous or otherwise inappropriate content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the County Education Office is not responsible for the content of the messages. The County Education Office, County Superintendent or designee retains the right to delete material on any such online communications.

8. The computer servers and electronic devices are the property of the County Education Office. No person using the County-owned computer servers and electronic devices has any expectation of privacy including any material stored on the computer servers and electronic devices and including email and material downloaded from the Internet. This technology shall not be used to transmit confidential information about students, employees, or County Education Office affairs without authority. In the event that confidential information about an employee or student must be communicated to another individual electronically, the email must be encrypted at rest and in transit. Please contact the County Education Office Information Technology Services for assistance, if needed. The County Education Office reserves the right to monitor and access all such material pursuant to the Employee Responsible Use Agreement.

9. Employees are responsible at all times for the proper use of the County-owned computer servers and electronic devices in their office space, classroom or at any other locations, and shall take reasonable care for the physical security of such equipment.

10. Employees shall report any hardware or software security problem or misuse of County-owned computer servers and electronic devices and information to the County Superintendent or designee.

11. Cyber bullying

Each employee shall be responsible to maintain a work environment free of bullying and cyber bullying.

Each employee shall be responsible to respect the rights of fellow employees and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Employees shall be encouraged to report bullying or cyber bullying complaints to any supervisor or manager.

Any supervisor or manager who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, the Human Resources Assistant Superintendent or Director shall be contacted.

12. Email Broadcast Use

Using County Education Office email lists to broadcast private information to people who are not in a “need to know” situation may be in violation of Education Code and California law.

The following are universally accepted tenets regarding general email use:

Email is not private; there is no expectation of privacy.

Do not use email as a method for transmitting confidential communication, unless approved by the department head with proper security protocols in place. Contact Information Technology Services for assistance.

Marking an email “confidential” does not make it confidential or give it special protections.

Email can be intentionally or accidentally forwarded.

Disclaimers and warnings regarding communication between “authorized recipients” in a signature file does not prevent your email from being forwarded to

an unintended recipient or used for unintended purposes.

Email can be subpoenaed.

Because the County Education Office is a public entity, email can be included in a Public Records Act request.

Incoming/outgoing email can be archived, tracked, and searched for inappropriate materials/images.

Confidential, employee or student record information should not be communicated electronically unless absolutely necessary, with proper safeguards in place, because of the ease with which this information can be inadvertently forwarded, copied, or lost.

Utilizing the above tenets, the following are **appropriate** uses of County Education Office email broadcast lists:

Send an email broadcast based on the assumption that everyone on the list “needs to know” such as County events and news items.

Announcements regarding activities that affect others on campus.

One-way communication to staff listing groups regarding meeting reminders, library, etc.

The following are **inappropriate** uses of County Education Office email broadcast lists:

One-way communication to County Education Office staff that lists an employee or student name and any “confidential” information including discipline, medical, 504 plans, IEP issues/scheduling, fines, test scores, test pass/no-pass or any information that is part of a “student record,” or cumulative folder item.

Any employee or student information listing the number of referrals, discipline issues, drug use, suspensions in a classroom or school site.

Any information that is not work or school related and/or is not factual and is based solely on the opinion of the sender. Any County Education Office email broadcast list is not to be used as a discussion forum.

Any advertisement or solicitation, or advertisement of a non-County Education Office event without the approval of the County Superintendent or designee.

APPROVED BY COUNTY SUPERINTENDENT: September 15, 2017