POLICY -- EMPLOYEE USE OF TECHNOLOGY

The County 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 the County Education Office and school operations, and improving access to and exchange of information. Employees may be issued County-owned electronic devices or may use County-owned electronic devices issued to other employees to allow them to use the County Education Office’s technological resources for work-related business. The County Board expects all employees to learn to use these devices to assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these devices.

Employees shall be responsible for the appropriate use of County-owned electronic devices and the County Education Office’s technological resources and shall use them 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 County Education Office operations without authority, and without appropriate procedures to protect the confidentiality of the information.

Online/Internet Services

To ensure proper use each employee who uses a County-owned electronic device shall sign a form consenting to the following without further notice or consent: (i) the County Superintendent or designee accessing and possessing the County-owned electronic device used by the employee; (ii) the County Superintendent or designee reviewing, copying and otherwise taking physical possession of and using all electronic devices and stored information; (iii) the County Superintendent or designee monitoring at any time, all electronic communications sent to or received by the employee on the County-owned electronic device, including but not limited to the accessing of email and stored files, (iv) the County Superintendent or designee accessing, monitoring and/or deleting any work or classroom-related websites, blogs, forums, or similar online communications that violate the Employee Responsible Use Agreement including disclosing to the County Superintendent or designee all passwords necessary to access and monitor employee usage of technological resources on County-owned electronic devices.
The County Superintendent or designee shall establish administrative regulations and an Employee Responsible Use Agreement which outlines employee obligations and responsibilities related to the use of County-owned electronic devices and County technology. The County Superintendent or designee also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, confiscation of device(s), disciplinary action, and/or legal action in accordance with law, board policy, and administrative regulations.

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

ADOPTED BY COUNTY BOARD: September 7, 2017