

EMPLOYEE USE OF TECHNOLOGY

1. Require employees to acknowledge in writing they have read and understood Baldy View Regional Occupational Program's (ROP) electronic information resources policies and guidelines in an *ROP Computer/Internet User Agreement*, which contains additional and more specific requirements. Employees who fail to abide by any of these policies and/or the terms of their user agreement shall be subject to revocation of their user account and privileges and face disciplinary action up to and including dismissal, and legal action as appropriate.
2. The Superintendent or designee shall oversee the maintenance of each facility's technological resources and shall ensure all employees using these resources receive training in their proper and appropriate use.
3. Employee Use:
 - a. Employees are authorized to use ROP equipment to access the Internet or online services in accordance with user obligations and responsibilities in accordance with ROP policy and the *ROP Computer/Internet User Agreement*.
 - b. The employee, in whose name an on-line services account is issued, is responsible for its proper use at all times. Employees shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
 - c. Employees shall use ROP's system responsibly and primarily for educational purposes.
 - d. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for students and staff.
 - e. Employees shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms or other forms of direct electronic communication. Employees are also cautioned not to disclose such information by other means to individuals located through the Internet.

EMPLOYEE USE OF TECHNOLOGY (continued)

- f. Employees shall not transmit confidential information about students, employees or ROP affairs without express permission of the Superintendent or designee.
 - g. Employees shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or ROP policy.
 - h. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material for their own use only.
 - i. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy ROP equipment or materials or manipulate the data of any other user, including so-called "hacking".
 - j. Employees with the exception of the Superintendent or designee shall not read other users electronic mail or files unless prior permission has been obtained. They shall not attempt to interfere with other users ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users mail.
 - k. Employees shall, within three working days, report any security problem or misuse of the services to their immediate supervisor.
- 4. The ROP reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the Superintendent or designee to ensure proper use of the system.
 - 5. The Superintendent or designee shall make all decisions regarding whether or not an employee has violated ROP policy or the *ROP Computer/Internet User Agreement*. The decision of the Superintendent or designee shall be final.
 - 6. Inappropriate use of electronic information resources and/or technology shall result in denied access to the information service and employee may be subject to disciplinary action and/or legal action in accordance with law and ROP policy.