

Series 4000 – Personnel

E 4040

TITLE: Acceptable Use of Technology

Approved by: Rob Gregor
Rob Gregor, Superintendent of Schools

Series: **Personnel**
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**ACCEPTABLE USE AGREEMENT
AND RELEASE OF YUBA COUNTY OFFICE OF EDUCATION FROM LIABILITY
(EMPLOYEES)**

Yuba County Office of Education (YCOE) authorizes YCOE employees to use technology, as defined in County Superintendent Policy 4040 - Acceptable Use of Technology. The use of YCOE technology is a privilege permitted at YCOE's discretion and is subject to the conditions and restrictions set forth in applicable local policies, administrative regulations, and this Acceptable Use Agreement. YCOE reserves the right to suspend access at any time, without notice, for any reason. However, YCOE shall not prevent or restrict access to an employee's mobile or other communications device(s) if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety.

YCOE expects all employees to use technology responsibly in order to avoid potential problems and liability. YCOE may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

YCOE makes no guarantee that the functions or services provided by or through YCOE will be without defect. In addition, YCOE is not responsible for financial obligations arising from unauthorized use, or misuse, of the system.

Each employee who is authorized to use YCOE technology shall sign this Agreement, which indicates that the employee has read and understands this Agreement and Superintendent Policy 4040 - Acceptable Use of Technology.

Employee Obligations and Responsibilities

Employees are expected to use YCOE technology safely, responsibly, and primarily for work-related purposes and in accordance with the accompanying County Superintendent Policy and applicable copyright laws. Any incidental personal use of YCOE technology shall not interfere with YCOE business and operations, the work and productivity of any YCOE employee, or the safety and security of YCOE technology. YCOE is not responsible for any loss or damage incurred by an employee as a result of the employee's personal use of YCOE technology.

The employee in whose name YCOE technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in YCOE's system for which they do not have authorization.

Employees are prohibited from using YCOE technology for improper purposes, including, but not limited to, use of COE technology to:

1. Access, post, display, create, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive YCOE, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission
4. Engage in unlawful use of YCOE technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm YCOE technology or other YCOE operations (such as destroying YCOE equipment, placing a virus on YCOE computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or local policy, administrative regulation, or local practice

Privacy

Since the use of YCOE technology is intended for use in conducting YCOE business, no employee should have any expectation of privacy in any use of YCOE technology.

YCOE reserves the right to monitor and record all use of YCOE technology, including, but not limited to, access to the Internet or social media, Internet searches, browsing history, use of artificial intelligence, communications sent or received from YCOE technology, or other uses within the jurisdiction of YCOE. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of YCOE technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any YCOE technology are the sole property of YCOE. The creation or use of a password by an employee on YCOE technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access YCOE technology or conduct YCOE business, the employee shall abide by all applicable local policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a YCOE or student record shall be classified, retained, and destroyed in accordance with applicable policies and regulations addressing the retention of YCOE or student records.

Reporting

If an employee becomes aware of any security problem (including, but not limited to, a cyberattack, phishing, or any compromise of the confidentiality of any login or account information), or misuse of YCOE technology, the employee shall immediately report such information.

Consequences for Violation

Violations of the law, local policy, or this Agreement may result in revocation of an employee's access to YCOE technology and/or discipline, up to and including termination. In addition, violations of the law, local policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Agreement, Superintendent Policy 4040 - Acceptable Use of Technology, and other applicable laws and YCOE policies and regulations governing the use of YCOE technology. I understand that there is no expectation of privacy when using YCOE technology or when my personal electronic devices use YCOE technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release YCOE, its personnel, the County Superintendent of Schools, and the County Board of Education from any and all claims and damages arising from my use of YCOE technology or from the failure of any technology protection measures employed by YCOE.

Name: _____ Position: _____
(Please print)

School/Work Site: _____

Signature: _____ Date: _____

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Gov. Code 11549.3

Gov. Code 3543.1

Gov. Code 7920.000-7930.215

Labor Code 1139

Pen. Code 502

Pen. Code 632

Veh. Code 23123

Veh. Code 23123.5

Veh. Code 23125

Federal

20 USC 7101-7122

20 USC 7131

47 CFR 54.520

Description

Cybersecurity

[Rights of employee organizations](#)

[California Public Records Act](#)

Emergency assistance

[Computer crimes; remedies](#)

[Eavesdropping on or recording confidential communications](#)

[Wireless telephones in vehicles](#)

[Mobile communication devices; text messaging while driving](#)

[Wireless telephones in school buses](#)

Description

Student Support and Academic Enrichment Grants

Internet Safety

Internet safety policy and technology protection measures, E-rate discounts

Management Resources

California Department of Education
Publication

Description

[Artificial Intelligence: Learning With AI Learning About AI](#)

Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Court Decision	City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332
Publication	Guidelines for AI integration throughout education in the commonwealth of Virginia
U.S. Department of Education Publication	2024 National Education Technology Plan
USDOE Office of Educational Technology Publication	Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Education
Website	Federal Communications Commission
Website	CSBA
Website	California Governor's Office of Emergency Services
Website	California Department of Education
Website	American Library Association
Cross References	
Code	Description
0410	Nondiscrimination In County Office Programs And Activities
5131.9	Academic Honesty
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology