

TITLE: Acceptable Use of Technology	
Approved by: <u> <i>Rob Gregor</i> </u> <i>Rob Gregor, Superintendent of Schools</i>	Series: Personnel Version: 1 Effective Date: 5/1/2025 Previous Policy Date: N/A Revised By: Committee Policy Number: SP 4040

Yuba County Office of Education (YCOE) recognizes that technological resources 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 YCOE and school operations; improving access to and exchange of information; enriching curriculum; and enhancing student learning.

YCOE technology includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by YCOE, whether accessed on or off site or through YCOE-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including artificial intelligence (AI) apps; telephones, cellular or mobile telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Employees shall review the prohibited and permitted uses of technology regarding academic honesty, be responsible for the appropriate use of technology, and use YCOE technology primarily for purposes related to their employment consistent with local policies and administrative regulations.

An employee may use technology, including AI apps, to assist the employee in the performance of the employee's duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional strategies, and researching academic content or instructional techniques. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI app, except as permitted by law; and use the technology in accordance with policies related to the use of copyrighted materials, and in a manner otherwise consistent with law, local policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the County Superintendent or designee before using.

As determined by the County Superintendent, employees shall receive professional development in the appropriate use of these resources, including in the use of AI apps.

An Acceptable Use Agreement which outlines employee obligations and responsibilities related

to the use of YCOE technology, including the use of AI apps, shall be established. Upon employment and whenever significant changes are made to YCOE's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use YCOE technology to access, post, submit, publish, display, or otherwise engage with harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, local policy, or administrative regulations.

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 minors. (Penal Code 313)

All YCOE computers with Internet access shall have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The technology protection measure may be disabled during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

YCOE shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into YCOE's processes and procedures related to the protection of YCOE's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and managing suspicious and/or threatening digital media content.

Annually, employees shall be notified in writing that they have no reasonable expectation of privacy in the use of any YCOE technology, as defined above, even when using their personal devices. To ensure proper use, employee usage of YCOE technology may be monitored at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records, including communications, maintained on any personal accounts or devices used to conduct YCOE business are subject to disclosure at YCOE's request, and pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of YCOE technology.

Inappropriate use of YCOE technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, local policy, and administrative regulation.

Employees may access their mobile or other communications device 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. (Labor Code 1139)

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	Description
Gov. Code 11549.3	Cybersecurity
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 7920.000-7930.215	California Public Records Act
Labor Code 1139	Emergency assistance
Pen. Code 502	Computer crimes; remedies
Pen. Code 632	Eavesdropping on or recording confidential communications
Veh. Code 23123	Wireless telephones in vehicles
Veh. Code 23123.5	Mobile communication devices; text messaging while driving
Veh. Code 23125	Wireless telephones in school buses
Federal	Description
20 USC 7101-7122	Student Support and Academic Enrichment Grants
20 USC 7131	Internet Safety
47 CFR 54.520	Internet safety policy and technology protection measures, E-rate discounts
Management Resources	Description
California Department of Education Publication	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