

Personnel

Employee Use of Technology

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or online services in accordance with Board policy, the district's Employee Use of Technology Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under their own account to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. 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, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Employee use of technology shall apply to any device connected to the district network, used on district property, or used in the performance of district related duties.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any email addresses, classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communication.

(cf. 1113 - District and School Web Sites)

9. Staff accounts shall be filtered at the same level of student accounts. However, any adult staff member may request temporary access to a site that would normally be blocked by our filters if it is educationally appropriate. Any staff member that encounters inappropriate content that is not being blocked by district filters must immediately report such content to the Manager of Instructional Technology.
10. Teachers will provide appropriate instruction, as defined by the district, and behavioral modeling to students concerning appropriate online behaviors including:
 - a. Identity Safety and Security
 - b. Illegal Activities and Inappropriate Access to Materials
 - c. Cyber Bullying
 - d. Inappropriate Language and Behavior
 - e. Plagiarism and Copyright Infringement
11. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through district network services or equipment. In the event there is a possible violation of this agreement in the use of the District's Net access, the following consequences may include, but are not limited to:
 - a. Loss of Internet, Email, and Network Access
 - b. Disciplinary Action
 - c. Loss of Employment
12. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage employees may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for any financial obligations arising through the unauthorized use of the system.
13. All users shall report any security problem or misuse of the services to the Superintendent or designee.