

## **EMPLOYEE USE OF TECHNOLOGY**

### **OXNARD SCHOOL DISTRICT EMPLOYEE ACCEPTABLE USE AGREEMENT**

The Oxnard School District, hereinafter referred to as OSD, provides quality services and support for life-long learning opportunities. OSD collaborates to build relationships with local educational institutions and other government and private sector entities to provide leadership, service, and support for all learners. This will be accomplished through the following four goals:

1. Provide, promote, and support environments that result in world-class learning;
2. Secure and develop resources (human, fiscal, and information) that support and promote our mission;
3. Develop and maintain an organization based on teamwork, trust, communication, commitment, and competence; and
4. Optimize customer satisfaction.

OSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. Our District's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

OSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. OSD provides a wide range of technological resources, including staff Internet access for the purpose of advancing the educational mission of OSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of each employee's job functions. These resources are provided at the public's expense and maintained by OSD and therefore are to be used by members of the OSD community with respect for the public trust through which they have been provided. OSD intends to maintain a nonpublic forum, and the forums created by use of its technological equipment are reserved for the Oxnard School District's intended purposes.

OSD periodically updates technology standards according to Board Policies and Administrative Regulations. Staff members who agree to abide by these defined standards will have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

**EMPLOYEE USE OF TECHNOLOGY (continued)**

Board Policy and Administrative Regulation 4040 established ethical standards for the use of technology and technological resources in our schools and offices. Board policies apply to all OSD staff, whether or not they come into direct contact with students, and cover all technology used while acting in their capacity as a OSD staff member. This Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology:

- During the performance of duties;
- While at a OSD location; and/or
- While using OSD equipment and/or accessing OSD resources.

Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with OSD Mission and Goals, as well as existing and applicable statutes. This Acceptable Use Policy does not attempt to articulate all required or prohibited behavior by users. Additional guidance and support is provided by the Technology Services Department.

This document provides direction to OSD employees regarding electronic communications such as electronic mail, social networking, and publishing web pages on the Internet through OSD or other web servers. Considerations reflected in this document are:

1. Protecting the welfare of children;
2. Protecting every individual's right to privacy;
3. Protecting intellectual and property rights;
4. Respecting the rights of children's parents/guardians;
5. Assuring web resources are used to promote our District's educational goals; and
6. Assuring web resources are of the highest quality and are organized, well-designed, and easy to navigate.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on actual or perceived characteristics such as race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

OSD employees must follow OSD protocols when using OSD technological resources. Modification of such resources must be accomplished with guidance and support provided by

**EMPLOYEE USE OF TECHNOLOGY (continued)**

the Technology Services Department. For example, an OSD employee may not download any software or electronic files without implementing virus protection measures that have been approved by OSD. An employee may not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network.

This includes causing congestion or disruption of the OSD network through inappropriate downloads of large files, streaming audio/video, or other such activities. An OSD employee may not examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization. An OSD employee may not perform any other inappropriate uses identified by the network administrator.

OSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. OSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. OSD is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or OSD business, all appropriate safeguards must be used.

OSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, OSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation and E-Rate<sup>1</sup>, OSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. OSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.

A Oxnard School District employee, acting in an individual capacity and outside the scope of employment, may, during nonworking time, express views and opinions that do not necessarily state or reflect those of OSD. Any such expression shall neither state nor imply that it is made on behalf of OSD. An OSD employee shall not communicate information otherwise prohibited by OSD policy or procedures using technological resources.

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<sup>1</sup> Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.

**EMPLOYEE USE OF TECHNOLOGY (continued)**

An OSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail, and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor OSD's technological resources, including but not limited to e-mail, voice mail systems, use of artificial intelligence, and Internet usage, at any time without advance notice or consent and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary or required by law. A OSD employee acting within the scope of employment, should conduct OSD business only on OSD sanctioned systems. A OSD employee may not consume time on non OSD business, and the employee's use of OSD equipment is expected to be related to OSD's goals of educating students and/or conducting OSD business. OSD recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with OSD business, and is not otherwise prohibited by OSD policy, procedure, or statute.

Although OSD will make a concerted effort to protect staff from adverse consequences resulting from use of OSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using Oxnard School District computers and/or mobile devices and the OSD network. OSD accepts no liability relative to information stored and/or retrieved on OSD-owned technology resources. OSD accepts no liability for employee-owned technology resources used on OSD property.

OSD employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the Technology Services Department. **The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign OSD's Acceptable Use Policy annually.** OSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at OSD. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

**STAFF ACCEPTABLE USE POLICY  
Acknowledgement**

OSD employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the Technology Services Department. **The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign OSD's Acceptable Use**

**EMPLOYEE USE OF TECHNOLOGY (continued)**

**Policy annually.** OSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at OSD. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

I have read and understand this Acceptable Use Policy.

Employee Name: \_\_\_\_\_  
(printed)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_