

Regulation 4040: Employee Use Of Technology

Status: DRAFT

Original Adopted Date: 09/20/2001

User Obligations and Responsibilities

Employees are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.

2. Employees shall use the system only for purposes related to their employment with the district. Commercial, political and/or personal use of the system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.

3. Users shall not use the system to promote unethical practices or any activity prohibited by law or district policy.

4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.

(cf. 6162.6 – Use of Copyrighted Materials)

6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

8. Users are encouraged to keep messages brief.

9. Users shall report any security problem or misuse of the network to the Superintendent or designee.

(cf. 6163.4 – Student Use of Technology)

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 Governing 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 7920.000-7930.170

[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

20 USC 7101-7122

20 USC 7131

47 CFR 54.520

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

Court Decision

Court Decision

Publication

U.S. Department of Education Publication

USDOE Office of Educational Technology
Publication

Website

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Website

Website

Website

Website

Website

Description

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

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

[Guidelines for AI integration throughout education in the commonwealth of Virginia](#)

[2024 National Education Technology Plan](#)

[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023](#)

[California Governor's Office of Emergency Services](#)

[CSBA District and County Office of Education Legal Services](#)

[Federal Communications Commission](#)

[American Library Association](#)

[California Department of Education](#)

[CSBA](#)

[U.S. Department of Education](#)

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[Communication With The Public](#)

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[District And School Websites](#)

[District And School Websites](#)

[District-Sponsored Social Media](#)

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[Access To District Records](#)

[Access To District Records](#)

[Superintendent's Contract](#)

[Equipment](#)

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[Bomb Threats](#)

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