

PERSONNEL-ALL PERSONNEL

SUBJECT: Employee Use Of Technology

The County Board of Education and County Superintendent of Schools recognize 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 communications with parents/guardians, students, and the community, supporting County Office of Education and school operations, and improving access to and exchange of information operations. The County Superintendent expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, staff shall receive training in the appropriate use of these resources.

(cf. 1113 - Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the Riverside County Office of Education's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Riverside County Office of Education technology systems exist to conduct the daily business of the County Office of Education in a cost-efficient and professional manner. Since the Riverside County Office of Education is a public agency and its information technology resources are paid for with tax dollars, those resources are not for personal use. Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail are not private. This technology should not be used to transmit confidential information about students, employees or county office affairs.

Online/Internet Services

The County Superintendent or designee shall ensure that all County Office of Education computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The County Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7001; 47 USC 254)

To ensure proper use, the County Superintendent or designee may audit and monitor the County Office of Education's technological resources, including computers, software, Internet use, e-mail and voice mail systems, at any time without advance notice or consent. When passwords are used, they must be known to the County Superintendent or designee so that he/she may have system access.

All information stored on Riverside County Office of Education's computer and data-processing systems is the sole property of Riverside County Office of Education. It may contain sensitive, confidential information about students, employees, or County Office of Education affairs. All employees using information technology resources share in the responsibility of protecting this information from unauthorized access and dissemination.

The County Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Information Technology Services Division may establish guidelines and limits on the use of technological resources (i.e. e-mail, printers, software, etc.). Information Technology Services shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations, guidelines and the County Office of Education's Acceptable Use Agreement.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, County Office of Education policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 – Replacing or Repairing Employee's Property)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

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

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>