



Book	Board Policies and Regulations
Section	4000 Personnel
Title	Employee use of Technology
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#### Personnel

#### **AR 4040 Employee Use Of Technology**

Employees wishing to use the district's technological resources must agree to abide by the user obligations and responsibilities specified below. Employees shall be responsible for the appropriate use of technology.

#### User Obligations and Responsibilities

1. The employee whose name is listed on 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 and 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. Personal use of the system that promotes unethical practices or any activity prohibited by law or district policy, or commercial, or political use of the system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use. Employees have no expectation of privacy when using district technology resources.
3. Employees may use the system for personal e-mail communications and life-long learning outside of assigned work hours, provided the contents of such communications is appropriate as defined by the other conditions set forth in this administrative regulation and Board Policy 4040. Employees are reminded they have no right of privacy in correspondence that is sent or received on district technology. Further, personal use of the system outside of work hours that promotes political, unethical or illegal practices is strictly prohibited.
4. E-mail communications are subject to the same district policies as other correspondence.
5. Users shall only transmit e-mail messages that are available for public viewing and not confidential in nature.
6. 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, gender, sexual orientation, age, disability, religion or political beliefs. Users shall also not transmit material that promotes the use of drugs, alcohol or tobacco.
7. Users shall not view, download, upload or e-mail pornographic data.
8. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only in accordance with copyright laws.
9. Transmission of material which plagiarizes another's work is prohibited. For purposes of this provision, "plagiarism" is defined as the copying of another's work without citing or crediting the author.

10. All downloaded software from the Internet must be scanned for viruses by the individual using the technology.

11. No user shall use district technology to post information on the Internet without prior district approval.

*(cf. 6162.6 - Use of Copyrighted Materials)*

12. Vandalism will result in the cancellation of user privileges and appropriate disciplinary action. Vandalism includes, but is not limited to: (1) uploading, downloading or creating computer viruses; (2) any malicious attempt to harm or destroy district equipment or materials or the data of any other user; and (3) degrading the performance of the system.

13. Users shall not read other users' mail or files. Users 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.

14. Users are encouraged to keep messages brief.

15. Users shall report any security problem or misuse of the network to their supervisor, who shall in turn report it to the Superintendent or designee.

16. All employees, as designated by the Superintendent, required to for purposes of completing their assigned duties may be provided a district mobile communications device(s) in accordance with BP 4040 and 3512.

a. Employees that routinely or as part of their duties travel between district facilities and or are reasonably expected to be accessible when not at their assigned work space may be issued a district mobile communications device (cell phone, smartphone, etc).

b. Should the assigned device(s) be damaged, lost or stolen due to misuse, negligence or use of the assigned device outside of job duties, the cost of replacement shall be the responsibility of the employee.

c. Some assigned devices have recurring costs associated with their use. The district has selected the appropriate usage plan for each device. The Business Office will monitor bills and request an audit of anyone whose usage causes the district to incur a cost beyond the selected plan for his or her device. If the audit shows that the usage was for personal purposes, then the additional costs will be paid by the employee.

d. Employee shall not hold the district or any district employee responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall indemnify and hold harmless the district and district personnel for any, theft, damages or costs incurred.

e. The use of a mobile device while operating a motor vehicle is lawful within the confines of the relevant California Vehicle Code only. Employees violating the relevant law or code shall be personally responsible for payment of associated fines or other costs incurred, including legal fees and settlements.

*(cf. 6163.4 - Student Use of Technology)*

Regulation APPLE VALLEY UNIFIED SCHOOL DISTRICT

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