

November Tip of the Month- District Technology Use

Sorry, it has been a while since my last tip. Between the sites' lunch visits with the superintendent, assuming the treasurer job until the election was completed, and member investigations, I haven't had the time to sit down to write the Monthly Tip of the month. November's tip is on technology use. All of you have had to sign an internet agreement to even get an AVUSD email account and then sign them yearly to keep it. There have been some issues with people sending emails to the whole certificated staff (admin included) by mistake and on purpose. The district does not allow you to send an email to all certificated staff unless you have prior approval and normally Laura Nunes (Trenae's assistant) will send it for you.

Board Policy 4040 states the following:

- 1) the employee is responsible for their account and using it for personal use is not allowed. For instance, if this is your only email and you use this to get personal correspondence, bills, and confidential information, it is not allowed.
- 2) The district reserves the right to monitor any account and employees should have no expectation of privacy. For example, if you go on an inappropriate site, someone sees something on your computer, or an internet search alerts the technology department, they have the right to look).
- 3) Technology can not be used for discrimination, threats, obscenity religion or political beliefs. This is why AVUTA sends things to your personal email.

Lastly, if any of these items or others mentioned in the attachments may result in "Cancellation of the employee's user privileges, disciplinary action, and or legal action". Please take your time when you are emailing and make sure you know exactly who you are sending an email to, what website you are visiting, or that you are not using the districts internet or computer for personal use