

Board Policy 4040 (a)

Employee Use of Technology
All Personnel

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The Governing Board 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. The Board expects all employees to learn to use the available electronic resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's electronic resources only for the purposes related to their employment. Such use is a privilege that may be revoked at any time.

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 District affairs.

The Superintendent or designee shall establish administrative regulations that outlines 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.

The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she 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, and guidelines.

Legal References

Education Code

- 11600-11609 Education Technology Grant Program Act of 1996
- 51870-51884 Morgan Farr- Quackenbush Education Technology Act of 1992

Governmental Code

- 90 Rights of Employee Organizations

Adopted: 8/20/91
Revised: 3/28/00

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Legal References (continued)

Penal Code
3543

Eavesdropping on or recording confidential communications

Code References

- cf. 0440 District Technology Plan
- cf 4032 Reasonable Accommodation
- cf 4131 Staff Development
- cf 4231 Staff Development
- cf 4331 Staff Development
- cf 6162.7 Use of Technology in Instruction
- cf 4118 Suspension/Disciplinary action
- cf 4218 Dismissal/Suspension/Disciplinary Action
- cf 4119.25 Political Activities of Employees
- cf 4219.25 Political Activities of Employees
- cf 4319.25 Political Activities of Employees
- cf 4143 Negotiations/consultation
- cf 4243 Negotiations/consultation

United States Code Title 20
557.5 Technology for Education Act of 1994

Management Resources
K-12 Network Technology Planning Guide: Building the Future, 1994

CDE Program Advisories
Acceptable Use of Electronic Information Resources

Adopted: 8/31/99
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