

Personnel

EMPLOYEE USE OF TECHNOLOGY

BP 4040

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 – District Technology Plan)
(cf. 1100 – Communication with the Public)
(cf. 1113 – District and School Websites)
(cf. 1114 – District Sponsored Social Media)
(cf. 4032 – Reasonable Accommodation)
(cf. 4131 – Staff Development)
(cf. 4231 – Staff Development)
(cf. 4331 – Staff Development)

Employees shall be responsible for the appropriate use district technology primarily for purposes related to their employment.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 – Professional Standards)
(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 4119.25/4219.25/4319.25 – Political Activities of Employees)
(cf. 5125 – Student Records)
(cf. 5125.1 – Release of Directory Information)
(cf. 6162.6 – Use of Copyrighted Materials)
(cf. 6163.4 – Student Use of Technology)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points, tablet computers, smartphones and smart devices, telephones, cellular phones, personal digital assistants, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Personnel

EMPLOYEE USE OF TECHNOLOGY

BP 4040

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The 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 6777; 47 USC 254)

The Superintendent or designee shall annually notify employees through electronic communications that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee. Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf.4118 – Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

52295.10-52295.55 – *Implementation of Enhancing Education Through
Technology grant program*

GOVERNMENT CODE

Personnel

EMPLOYEE USE OF TECHNOLOGY

BP 4040

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

23123.5 – Mobile communication devices; text messaging while driving

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*

COURT DECISIONS

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

Management Resources:

WEB SITES

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

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy

Adopted: May 24, 2011

Revised: July 28, 2016

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California