

EMPLOYEE USE OF COMMUNICATION AND INFORMATION TECHNOLOGY**User Obligations and Responsibilities**

Employees are authorized to use the Office of Education's communication and information equipment and services in accordance with user obligations, job and other responsibilities specified below.

1. The employee in whose name access privileges are issued is responsible for proper use at all times. Each employee shall keep access to his/her personal business account private, and he/she shall not access communications and information technology systems using another employee's business account or identity.
2. Employees shall use communication and information technology only for purposes related to their employment with the Office of Education. On an infrequent basis, the following exceptions apply:
 - a. From time to time, employees may need to use Office of Education telephones, fax machines and computers for personal reasons. Incidental personal use of such equipment is permissible so long as it occurs before or after work, or during breaks, and does not unduly interfere with the individual's assigned responsibilities or the normal functioning of an office or workplace. Personal use of such technology is prohibited if it results in additional costs being incurred by the Office of Education, damage to the equipment, hinders day-to-day operations, or is otherwise deemed to be excessive or inappropriate. At no time may it be used for illegal, commercial, or political purposes or in such a way that it might expose the Office of Education to civil or criminal liability or public reproach.
 - b. In instances where it is necessary to place a personal long distance call over an Office of Education telephone, a personal telephone credit card must be used or the call must be collect or charged to a third party. Occasionally, a personal long distance call may be necessary in the case of an emergency. When such situation arises, any personal call(s) billed to the Office of Education must be promptly reimbursed to the Office of Education by the employee.
3. Users shall not jeopardize or negatively impact communication and information technology users or equipment, including workstations, telephones, fax machines, high bandwidth streaming media, computers or computer files, or the network. For example, users should avoid downloading streaming media at peak use times, thereby slowing network response time. Likewise, lengthy documents sent to multiple recipients via a fax machine may impede other's ability to send and receive faxes at peak times.
4. Users shall not use communication and information technology to promote

unethical practices or any activity prohibited by law or Office of Education policy.

5. 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, sex, sexual orientation or perceived sexual orientation, age, disability, religion or political beliefs.
6. Copyrighted material shall not be placed on any communication or information technology system without the author's permission. Users may access copyrighted material for their own use only and only in accordance with copyright laws.
(cf. 6162.6 - Use of Copyrighted Materials)
7. Communication and information technology equipment, software or software downloads that are not owned or licensed by the Office of Education may not be installed on Office of Education equipment or connected to the Office of Education's network unless authorized by the Superintendent or designee after consultation with the Information Network Services Department. Employees shall be responsible for the consequences of installing/using non-supported software.
8. Any malicious attempt to harm or destroy communication and information technology equipment, materials or the data of any other user is considered vandalism. Vandalism includes uploading or downloading destructive programming codes and creating computer viruses. Vandalism may result in the cancellation of user privileges, personnel action or legal action, as appropriate.
9. Users shall not read other users' mail or files without express permission. They shall not attempt to interfere with other users' ability to send or receive electronic or voice mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of communication and information technology to the Information Network Services Department and the Superintendent.
11. Employees may provide access to communication and information technology to guest users only when such access is job-related. Employees shall be responsible for informing guest users of the Office of Education's appropriate use policies and regulations and are expected to use due diligence to insure that guest users comply with them.