

EMPLOYEE USE OF COMMUNICATION AND INFORMATION TECHNOLOGY

The Superintendent recognizes that communication and information technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing quality services and instructional programs, and facilitating operations. All employees are expected to learn to use the available electronic resources that will assist them in their jobs and professional development. As needed, staff shall receive training in the appropriate use of these resources.

Employer Provided Equipment and Services

Technological equipment and access to telephone lines, telephones, cellular phones, other mobile communications devices (smart phones, personal digital assistant(PDA)/cellular telephone combinations), facsimile (fax) machines, computers and computer files, network servers and other hardware, software and the Internet may be provided by the Humboldt County Office of Education for employee use for the conduct of Office of Education business. They are the property of the Humboldt County Office of Education and shall be considered on loan to employees. Employees shall be responsible for the appropriate use of the office's electronic resources as outlined in policy, administrative regulation, and state and federal laws.

The Office of Education will undertake measures to preserve the security of its networks and individual access privileges. Employees are responsible for safeguarding their individual access privileges and passwords, and shall take precautions to avoid damage or destruction to equipment, accounts and files. Employees shall also be responsible for protecting the privacy of confidential information pertaining to students, employees or Office of Education business. Any transmission of confidential information must be done through secure electronic links provided for that purpose. Otherwise, computer files and communications over electronic networks, including e-mail and voice mail, should not be assumed to be private and should not be used to transmit confidential information.

To ensure proper use, the Superintendent or designee reserves the right to monitor the Office of Education's technological resources, including but not limited to e-mail and voice mail systems, at any time without advance notice or consent.

The Superintendent shall establish administrative regulations that outline employee obligations and responsibilities related to the use of communication and information technology. Access to these resources is a privilege. Employees who do not abide by Office of Education policies and regulations may be subject to disciplinary action such as, but not limited to, revocation of user access privileges, disciplinary action and/or other legal action, as appropriate.

All employees using these resources shall receive copies of policies, regulations and guidelines relative to their use. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

Employee Owned Equipment and Services

On a case-by-case basis, the Superintendent/designee may approve reimbursement to an employee for the business use of personally owned technological equipment and services when such use is necessary to the conduct of Office of Education business. Reimbursement for personally owned equipment and services shall only be authorized when the Superintendent/designee determines that it is the most practical, cost-effective option for the Office of Education.

Employees authorized to use personally owned equipment and services for business purposes must take all necessary precautions to protect the privacy of confidential information and prevent damage or destruction of Office of Education records.

*Legal Reference:*EDUCATION CODE*11600-11609 Education Technology Grant Program Act of 1996**51870-51884 The Morgan-Farr-Quackenbush Education Technology Act of 1992*GOVERNMENT CODE*3543.1 Rights of employee organizations*PENAL CODE*632 Eavesdropping on or recording confidential communications*UNITED STATES CODE, TITLE 20*6801 - 7005 Technology for Education Act of 1994*UNITED STATES CODE, TITLE 26: INTERNAL REVENUE SERVICE*4958 Excess benefit transaction**IRS Technical Advice Memorandum 200435019**Management Resources:*CDE PUBLICATIONS*K-12 Network Technology Planning Guide: Building the Future, 1994*CDE PROGRAM ADVISORIES*1223.94 Acceptable Use of Electronic Information Resources*