

E 4040 Personnel

Employee Use Of Technology

TERMS AND CONDITIONS FOR STAFF USE OF SCOE TECHNOLOGY RESOURCES EXHIBIT A 4040

I have reviewed and will adhere to the terms and conditions of the SCOE Technology Use Policy 4040, Administrative Regulation 4040, Social Media Policy 1114 and Administrative Regulation 1114.

I accept responsibility for the appropriate use of SCOE's technology resources, which include computers, network systems, phones, mobile devices, office equipment, Internet and Intranet sites and other resources owned or used by SCOE.

Should I violate or misuse these terms and conditions, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Any violation of the law will be reported to authorities.

Employee Name _____ Employee ID # _____

SCOE Location and Department/Program _____

Employee Signature _____ Date _____

Exhibit STANISLAUS COUNTY OFFICE OF EDUCATION
version: August 23, 2011 Modesto, California
Revised: March 7, 2018

EMPLOYEE USE OF TECHNOLOGY Stanislaus County Office of
Education
SOCIAL MEDIA PROTOCOL
EXHIBIT B 4040

The Stanislaus County Office of Education (SCOE) recognizes the importance of the Internet in shaping public thinking about the office. SCOE also recognizes the importance of employees joining in and helping shape conversation and direction through web interactions.

These interactions can take place in many ways on the web as it evolves and develops new ways to communicate via personal websites, social media sites and applications.

SCOE is committed to supporting employee rights to interact knowledgeably and socially on the Internet.

E (2) 4040

Consequently, this attachment to our Policies and Regulations will help employees make appropriate decisions about work-related postings and comments, and in responding to comments from others either publicly or via email. SCOE's board policies and administrative regulations remain in effect in the workplace.

The points listed below will help encourage a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of employees, partners, and customers of SCOE.

Note that these apply only to work-related sites and issues and are not meant to infringe upon an employee's personal interaction or

commentary online. There is a clear distinction between work expression and personal, non-work expression.

1. The role of the employee contributor is to add value, provide worthwhile information and perspective. SCOE is best represented by its people and what is published may reflect on SCOE's reputation within the community.

Employee contributors should know and follow SCOE Policies, Administrative Regulations and related documents.

2. Employee contributors are personally responsible for the content they publish on SCOE or non-SCOE websites or any other form of user-generated media. Employees should be mindful that what is published will be potentially archived and available for public search and scrutiny for many years.
3. When discussing SCOE or SCOE-related matters employees will identify themselves by name and, when relevant, role at SCOE. The employee must make clear that he/she is expressing a personal comment and not on behalf of SCOE.
4. When content is published to sites outside of SCOE, which is related to work or subjects associated with SCOE, employee contributors should use a disclaimer such as: "The postings on this site are my own and don't necessarily represent SCOE's positions, strategies or opinions."
5. Employees should respect and follow laws and policies for copyright, fair use, personal (data) privacy, and financial disclosure.
6. Employees may not provide SCOE's or another's confidential or other proprietary information. Prior permission must be obtained to publish or report on conversations that are meant to be private or internal to SCOE. This includes information that has not been publicly released by SCOE. Additional guidance for this can be provided by supervisors and/or the Communications Department before releasing information that could potentially harm the organization current and potential; programs and services, employees, partners, and customers.
7. Employee contributors may not cite or reference partners or suppliers without their approval. A reference should be included for all sources cited.
8. Employee contributors should speak respectfully about SCOE and current or potential

E (3) 4040

employees and partners. Postings should be civil and not reflect negatively on SCOE's reputation. Employee contributors should respect the audience: ethnic slurs, name-calling, personal insults, obscenity, or any offensive conduct that would not be acceptable in SCOE's workplace should not be used. Any posting should show proper consideration for others' privacy and for topics that may be considered inappropriate or inflammatory.

9. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by SCOE and can result in disciplinary action up to and including employment termination. SCOE encourages contributors to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, internet posts can result in members of the public forming opinions about SCOE and its employees, partners, programs and services
10. Employees should remember that they are individually legally liable for anything he/she posts online. Employees can be disciplined by SCOE for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees can also be sued by other SCOE employees or any individual or entity that views commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.
11. Contributors should honor the privacy rights of SCOE employees by seeking their permission before writing about or displaying internal organization activities that might be considered to be a breach of their privacy and confidentiality.
12. Employee contributors should be aware of their association with SCOE in online social networks. If identified as a SCOE employee, contributors should ensure the profile and related content is consistent with SCOE guidelines & policies.
13. SCOE's logo and trademarks may not be used without explicit permission in writing from the organization. This is to clearly distinguish official SCOE postings from personal ones. Additional guidance is available from the SCOE Communications Department.
14. Media contacts about SCOE or employees should be referred to the Communications Department. This does not specifically include personal opinions, writing, and interviews on topics unrelated to SCOE.

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