

Personnel

EMPLOYEE USE OF TECHNOLOGY

The Stanislaus County Office of Education recognizes that technology resources can 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 County Office and school operations, and improving access to and exchange of information. It is expected that all employees will 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 Web Sites)
(cf. 1114 – District-sponsored Social Media)
(cf. 4032 – Reasonable Accommodation)
(cf. 4131, 4231, 4331 – Staff Development)
(cf. 6162.7 – Use of Technology in Instruction)
(cf. 6163.4 – Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the County Office's technology resources for purposes related to their employment. Such use is a privilege, which may be revoked at any time.

(cf. 0410 - Nondiscrimination in County Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(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)

Employees shall be notified that files and communications over electronic networks, including, but not limited to, email, phone, texts, internet and voice mail, are not private. This also applies to personal equipment used to conduct SCOE business. These technologies shall not be used to transmit confidential information about students, employees or County Office operations without authority.

Filtering

The Stanislaus County Superintendent of Schools or designee shall ensure that all County Office computers with Internet access have a technology protection measure (filter) that prevents access to inappropriate content, as outlined in the Child Internet Protection Act. The County 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)

EMPLOYEE USE OF TECHNOLOGY (continued)

Monitoring

To ensure proper use of the system, the County Superintendent or designee may monitor and/or log the use of the County Office's technology resources, at any time without the knowledge of employees or advance notice or consent. County Office technology users shall not have an expectation of privacy in their use of SCOE technology and resources. Any use of County Office technology and resources for personal use must be minimal and not interfere with County Office business or job duties.

Guidelines for Use

The County Superintendent or designee shall establish administrative regulations, which outline employee obligations and responsibilities related to the use of County Office technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in removal or modification of the employee's user privileges, disciplinary action and/or legal action in accordance with law, County Office policy and administrative regulation.

(cf. 4118, 4218 - Suspension/Dismissal/Disciplinary Action)

Acknowledgement of Policies

The County Superintendent or designee shall provide electronic or printed copies of related policies, regulations and guidelines to all employees who use the County Office's technology resources. Upon employment and whenever significant changes are made, employees shall be asked to acknowledge in writing or online that they have read and understood these policies, regulations and guidelines. (Exhibit A 4040 signature form)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

In the event that the use of an electronic resource affects the working conditions of one or more employees, the County Superintendent or designee shall notify the employee or employees' exclusive representative.

(cf. 4143/4243 Negotiations/Consultation)

Use of Mobile Communications Device

Mobile Communications Device

An employee shall not use a personal mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks. County

EMPLOYEE USE OF TECHNOLOGY (continued)

Office stipends may be issued for the use of a personal cellular phone, may be used for work related business and may be considered to be a public record, which could be discoverable in a court of law. County Office issued cell phones are to be used for work related business only, except in emergencies.

Any employee that uses a mobile communications device in violation of law, County Office policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

California law AB 1785 mandates that drivers have their wireless electronic devices (smart phones) mounted in their vehicles while in use. Any employee that uses a communications device in violation of the law shall be subject to discipline.

(cf. 3513.1 Cellular Phone Reimbursement)

(cf. 3542 – School Bus Drivers)

(cf. 4156.3, 4256.3, 4356.3 – Employee Property Reimbursement)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

313 Harmful matter

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 (Children's Internet Protection Act, CIPA)

EMPLOYEE USE OF TECHNOLOGY (continued)

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 of Ontario v. Quon et al. (2010) 000 US 08-1332

CALIFORNIA LAW AB 1785

Management Resources:

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 STANISLAUS COUNTY OFFICE OF EDUCATION
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revised: August 23, 2011
revised: March 7, 2018