

AR 4040(a)

EMPLOYEE USE OF TECHNOLOGY**Online/Internet Services: User Obligations and Responsibilities**

Employees are authorized to use district equipment to access the Internet or on-line services in accordance with Governing Board policy and the user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Employees shall use the system responsibly and primarily for work-related purposes.
(cf. 6162.7-Use of Technology in Instruction)

Employees may use the internet for personal use only if such use is incidental and occurs during duty-free time.

3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. 4030 – Nondiscrimination in Employment)
(cf. 4031 – Complaints Concerning Discrimination in Employment)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
5. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws.

(cf. 6162.6 – Use of Copyrighted Materials)

6. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called “hacking.”
7. Employees shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete,

copy, modify or forge other users' mail.

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8. Users shall report any security problem or misuse of the services to the Superintendent or designee.
(cf. 6163.4 – Student Use of Technology)
AR 4040(b)

9. Employees are expected to communicate in a professional manner. Employees must adhere to confidentiality and privacy rules.

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10. The use of Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

11. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

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Regulation
Reviewed: October 21, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

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Regulation
Revised: May 22, 2007

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