

Downey Unified School District

CERTIFICATED PERSONNEL

EMPLOYEE USE OF TECHNOLOGY

AR 4166

The site or department administrator or designee shall oversee the maintenance of each site/department's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all employees using these resources receive training/information in their proper use.

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use the District's equipment, network, and online services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy and the District's Acceptable Use Agreement.

1. The employee is responsible for the proper use of the Online/Internet Services at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account to which they have been assigned.
2. The District's system shall be used only for purposes related to education. Commercial, political, for-profit activities and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The District reserves the right to monitor any online communications for improper use. Electronic communications, voicemail, email, and downloaded materials, including deleted files, may be monitored or read by District officials.
4. The use of the District's system is a privilege, not a right, and inappropriate use may be subject to disciplinary action, revocation of the user privileges, legal action, and/or other as appropriate.
5. Employees are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or materials that are threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, genetic information, or political beliefs.
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policies, procedures, rules, or regulations.

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Online/Internet Services: User Obligations and Responsibilities - continued

7. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
8. Vandalism includes but is not limited to: any malicious attempt to harm or destroy hardware and/or data of the District or another user, the Internet, or other networks that are connected to the Internet. This includes the willful creation/distribution of computer viruses, willful destruction of data, and access of network infrastructure and equipment. Vandalism may result in the cancellation of privileges, disciplinary action, and/or referral to the appropriate local, state and/or federal authorities. Individuals found to be responsible for acts of vandalism may be held financially liable for all costs related to repair and/or replacement of damaged equipment or services.
9. Security of the network infrastructure and computer systems is a high priority. If a user feels he/she can identify a security problem on the network, the user's supervisor should be notified immediately. District staff should notify the Technology Department regarding any security issues. The problem should not be demonstrated to others.
10. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

Internet Access and Content Filtering

The District's Technology Department will oversee the maintenance of the Internet content filtering system that will meet federal guidelines and provide a safe online educational experience.

District Obligations and Responsibilities

1. The Downey Unified School District shall comply with Broadband Data Improvement Act, the Children's Online Privacy Protection Act, and the Children's Internet Protection Act (CIPA). In compliance with technology protections measures and CIPA, the Downey Unified School District provides Internet filtering for District computers that connect to the Internet.

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Internet Access and Content Filtering - continued

2. Content filtering does not provide a foolproof safety net; however, it does prevent most accidental encounters with inappropriate Internet material. In conjunction with the Internet Acceptable Use Agreement signed by each employee, content filtering provides assurance that a reasonable effort is being made to provide a safe online experience.

Use of Cellular Phone or Mobile Communications Device

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

Any employee that uses a cell phone or mobile communications device in violation of law, Board Policy, or Administrative Regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.