



Using Technology in School

AUP for CVUSD Staff

INTRODUCTION

Conejo Unified School District, hereinafter referred to as CVUSD or District, has a strong commitment to providing a quality education for its students, including access to and experience with technology. CVUSD believes the integration of technology into classroom instruction greatly benefits both students and educators in maximizing student learning and preparing for the future in the information age. CVUSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. CVUSD provides a wide range of technological resources to its staff for the purpose of advancing the educational mission of the District.

CVUSD periodically updates technology standards according to Board Policies. Staff members who agree to abide by these defined standards will have access to District technology resources. Board Policy 4040 establishes ethical standards for the use of technology and technological resources in our schools. Board policies apply to all staff, whether or not they come into direct contact with students, and cover all technology used. The CVUSD Employee Technology Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology. It does not attempt to articulate all required or prohibited behavior by users. The successful use of technology requires that all users conduct themselves in a responsible manner consistent with CVUSD's Mission and Goals. Although CVUSD will make a concerted effort to protect staff from adverse consequences resulting from the use of technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using District computers and/or mobile devices and the computer network.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

Pursuant to California legislation and Federal E-Rate regulations, CVUSD uses appropriate filtering technology to limit access to the Internet in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. CVUSD policy and filtering technology allows employees to bypass certain filters to access job related information. Employees bypassing the filters must be diligent in preventing students from accessing inappropriate material. CVUSD curriculum and the Student Acceptable Use Policy provides for the education of students about internet safety, including appropriate online behavior, interacting with other individuals on social networking sites, cyber-bullying awareness and response, protecting online privacy and avoiding online predators.

USE OF CVUSD NETWORK AND HARDWARE

CVUSD employees must:

- Follow District protocols when using technological resources.
- Refrain from downloading software onto CVUSD computers without administrative privileges.
- Refrain from downloading electronic files without approved virus protection.

AUP – CVUSD STAFF

- Refrain from interfering with network operation through the propagation of viruses, downloading unusually large files without approval, or attaching non-District equipment to the network without approval.
- Refrain from examining, changing, or using another person's username, password, files, or records without explicit authorization.
- CVUSD accepts no liability relative to information stored and/or retrieved on District-owned technology resources, or for employee-owned technology resources used on District property.

RESPECTING CONFIDENTIALITY AND PRIVACY

CVUSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records, and the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or District business, all appropriate safeguards must be used.

RESPECTING COPYRIGHT AND FAIR USE LAWS

CVUSD employees must respect copyright and fair use laws and distinguish between the lawful and unlawful uses of material available on the Internet. This includes the following topics:

- The concept and purpose of both copyright and fair use.
- Distinguishing lawful from unlawful downloading and peer-to-peer file sharing.
- Avoiding plagiarism.

UNACCEPTABLE BEHAVIORS

Unacceptable behaviors include but are not limited to:

- The creation and transmission of offensive, obscene, or indecent material.
- The creation of defamatory material.
- Plagiarism.
- Infringement of copyright, including software, published texts, and student work.
- Using District technology resources for political and/or religious proselytizing.
- Using District technology resources for the transmission of commercial and/or advertising material.
- The creation and transmission of material which is disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

SOCIAL NETWORKING SITES

In general, information that employees post on their personal social networking sites, i.e., Facebook, Twitter, blogs, webpages, etc. are considered constitutionally protected free speech. At the same time, this information may be seen by students, parents, CVUSD employees and members of the public. Employees are strongly urged to consider these potential audiences in evaluating the appropriateness of the information they post, especially when they make reference to their employment. Information that employees post on their personal sites that leads to disruption of the District work or educational environment may be subject to District scrutiny and employee disciplinary policies and procedures. Employees are strongly cautioned against communicating with students using social networking sites except those supported by the District for instructional purposes (Google, Moodle, Edmodo, etc.).

AUP – CVUSD STAFF

NO EXPECTATION OF PRIVACY

CVUSD employees have no expectation of privacy when using District provided hardware, software, networks, e-mail, voice mail or Internet access. To insure proper use, CVUSD may monitor District systems without advance notice or consent, and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary. However, CVUSD does not routinely monitor electronic communications.

PERSONAL USE

CVUSD provides technology use and access for the purpose of educating students and conducting the business of the District. CVUSD recognizes, however, that some personal use is inevitable, and that occasional personal use is permitted so long as it does not interfere with the education of students or District business, and is not otherwise prohibited by CVUSD policy or procedures.

CVUSD employees are expected to review, understand, and abide by the policies described in this document and procedures provided by the Technology Services Department. District employees may obtain additional information and clarification on the topics contained in this document by accessing the CVUSD Website, Personnel Services page, and clicking on the link to Acceptable Use Policy – Conejo Valley Unified School District Employees. The employee's signature indicates they have read the terms and conditions carefully and understand their significance. All employees must review and sign CVUSD's Employee Technology Acceptable Use Policy as a condition of using District technology resources. Signed Employee Technology Acceptable Use Policies are kept on file at the District Personnel Office. Any employee who violates any provision of this Acceptable Use Policy may have their use of District technological resources restricted, and/or may be subject to disciplinary action, up to and including termination.

Employee Name: _____

Employee Signature: _____
(printed)

Date: _____