

Berkeley USD

Board Policy

Employee Use Of Technology

BP 4040

Personnel

Information resources offer access to people and computers throughout the world. The Berkeley Unified School District offers electronic mail and electronic access to schools, the city, college and university libraries, news and information from a variety of sources and research institutions, discussion groups on a wide variety of topics and much more.

The resources administered by the Data Processing and Technology Departments of the Berkeley Unified School District are provided to improve education, foster communication, and to carry out the legitimate business of the district. Appropriate use of these resources include instruction, independent study, authored research, and the official work by the offices, departments, recognized student and employee organizations and agencies of the district.

The district will establish a Technology Team which will further review the issues related to technology use both for instructional purposes and to carry out the district's business. This review will lead to recommendations both for modification of this policy and adoption of other appropriate policies and regulations.

The purpose of this policy is to ensure that the district's electronic information resources are used for instructional purposes and to help employees in the performance of their duties. All users of information systems should be aware that inappropriate use of these systems can be violation of district policy, state, or federal law.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The 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.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use

Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

Vehicle Code 23125 prohibits a school bus driver from using a cell phone while driving, except for work-related or emergency purposes. In addition, Vehicle Code 23123, as amended by SB 1613 (Ch. 290, Statutes of 2006), prohibits any person, beginning July 1, 2008, from using a cell phone while driving unless using the phone in hands-free mode.

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.

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 3542 - School Bus Drivers)

Policy BERKELEY UNIFIED SCHOOL DISTRICT
adopted: May 21, 2003 Berkeley, California
revised: December 12, 2007

Berkeley USD

Administrative Regulation

Employee Use Of Technology

AR 4040

Personnel

The following rules shall govern the use of the district's electronic information systems:

1. Each employee to whom equipment, e-mail and/or Internet accounts are assigned shall be responsible for proper use of the equipment and accounts at all times.
2. Employees shall access the system only under their own account number. If passwords are used, they shall be made available to designated district representatives for any legitimate business reason.
3. The system shall not be intentionally used for:
 - a. Commercial purposes
 - b. Political activity
 - c. Religious purposes
 - d. Accessing or transmitting material that is pornographic, obscene or sexually explicit
 - e. Accessing or transmitting material that is disparaging of others such that it may create a hostile work or educational environment based on race, sex, national origin, sexual orientation, age, disability, religion or political beliefs
 - f. Accessing improper confidential information concerning students or other employees
 - g. Sending or receiving "chain mail" messages
 - h. Any unlawful or unethical purpose
 - i. Transmitting copyrighted material without the express written authorization of the copyright holder
4. Employees have no expectation of privacy with respect to district computers, mail systems, or Internet access. Although it does not regularly do so, the district reserves the right, on a regular or random basis, to access and monitor all equipment, files and Internet and E-mail use. Many electronic records are public records.

5. Making copies of any district software is prohibited. Approval for the installation of personal software must be obtained from the Technology Department.
6. Security on any computer system is a high priority. If a user identifies a security problem, he/she is to notify the site administrator at once. Users shall not identify the problem to other users. Any user who is identified as a security risk to the network may be denied access to the network.
7. Vandalism of the network is unacceptable. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any agency, any networks connected to the system or any components of that system. This specifically includes the uploading or creation of computer viruses. Any vandalism will result in loss of computer services, disciplinary action and may be referred to the legal authorities.
8. The network relies upon the cooperation of all users if it is to be properly maintained. The network may occasionally require software upgrades, new registrations and account information to facilitate service. Users must notify the Technology Department of any changes in account information.
9. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited, to copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete, or demand deletion of materials on any such online communications.
10. Web sites and pages for district programs must have a good design with logical, working navigation, which includes having contact information. Sites must maintain a consistent "look and feel" across all pages and have consistent navigation with current BUSD banner and menus. Any links to non-BUSD material must be through clearly marked navigational links, and only to sites that do not violate any BUSD policy.
11. The use of the district information system is a privilege not a right. Inappropriate use will result in cancellation of privileges. Each person who receives an account will participate in an orientation and training session with a qualified staff member to familiarize themselves with the network and the Acceptable Use Policy. The district will designate a Technology Team who will recommend policies and procedures to the Governing Board.
12. If a user violates this policy, the district will investigate the allegation against the user. The user's account may be revoked or suspended, and the user may be denied access to his/her account, without advance notice, until the investigation is completed. Disciplinary action may be taken.
13. The Berkeley Unified School District makes no warranties of any kind, whether

expressed or implied, for the service provided. The district shall not be responsible for any damages suffered while the user is on the system. Such damages could include, but are not limited to, loss of data, non-deliveries, mis-deliveries or service interruptions caused by the users of others. Use of any information obtained through the BUSD district network is at the user's own risk. The district specifically disclaims any responsibilities for the accuracy of the information obtained through its services.

14. School sites or District Departments may develop more detailed procedures to fully implement this policy. School sites and departments have the following responsibilities for implementing this Policy:

- a. Human Resources, at the time of employment, will obtain a signed copy from each user before they are allowed access to the district network. The signed copies are to be maintained by Human Resources.
- b. Each site shall inform the Technology Department as expeditiously as possible whenever a user is to be deleted from the system or when a new user is to be added.
- c. To facilitate the posting of information on the network, each site is responsible for working with the Office of Public Information and the Technology Department.
- d. To minimize administrative difficulties, sites are required to utilize the District's Domain Name Serves (DNS) for each computer on the site network.

Regulation BERKELEY UNIFIED SCHOOL DISTRICT
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