



## **Superintendent Policy**

**SP 4040**

**Personnel**

**July 6, 2021**

### **EMPLOYEE ELECTRONIC DEVICE AND NETWORK RESPONSIBLE USE AGREEMENT**

This document describes the computer, devices, informational, and network resources made available by the Santa Cruz County Office of Education (Santa Cruz COE) and each employee's responsibilities and obligations in the use of these resources. This Agreement applies to all employees of the Santa Cruz COE, independent contractors, temporary workers and all other individuals using Santa Cruz COE electronic information resources. All Santa Cruz COE employees are required to read and sign acknowledgement of this Agreement on an annual basis and when beginning employment.

#### **OWNERSHIP**

The Santa Cruz COE provides technology tools including computers, network resources, telephones, online accounts, peripherals (i.e., printers), supplies, and other devices. All are property of the Santa Cruz COE and are provided to meet office needs. They do not belong to the employee.

Use of the Santa Cruz COE owned hardware and software for personal work, may be permitted where approved by the direct supervisor in advance and when it is done outside the employee's normal work hours.

The Santa Cruz COE retains the right, with or without cause and with or without notice, to access or monitor any communication or information stored on or passing through the Santa Cruz COE systems, and an employee has no expectation of privacy related to the use of Santa Cruz COE systems or any communications or other information stored on Santa Cruz COE systems or that may pass through Santa Cruz COE systems. When an employee leaves the Santa Cruz COE, management will be given access to his or her email, voice mail and other electronically stored information for disposition and information may be purged after 14-days of end of employment. Employees' access to email accounts will end on last day of employment. If an employee requests to maintain access to email or other networks services a formal request may be made to the employee's supervisor prior to the end of employment.

#### **PRIVACY OF RECORDS - STUDENT, STAFF AND BUSINESS INFORMATION**

It is each employee's responsibility to safeguard this information from unauthorized persons as required by local, state and Federal Laws. In addition, an employee will not seek to use personal or confidential information for his or her own use or personal gain.

#### **USE OF TELEPHONE, CELLULAR PHONE AND VOICEMAIL**

Telephones and voicemail may be provided to conduct the business of the Santa Cruz COE. Personal use of these services should be kept to a minimum. An employee is not to make non-business-related long distance calls unless the call is to be charged to their personal phone account.

Santa Cruz COE personnel requiring the use of a cell phone to perform their daily duties will be provided with a prepaid cell phone unless a personal cell phone is determined necessary. If it is determined that the position requires a cell phone, a stipend may be offered. The employee's Department Director, Division Superintendent and the Deputy Superintendent, Business, will determine which plan meets the needs of Santa Cruz COE. Prepaid cell phones must be used for business only. Santa Cruz COE Managers may request phone logs of all calls made to track minutes used. All employees who receive a prepaid cell phone or receive a cell phone stipend must first complete the required Authorization Request Form.

**USE OF PERSONAL SOFTWARE AND EQUIPMENT**

The Santa Cruz COE works to ensure that all hardware and software meet specific standards which will operate without causing disruption to productivity or network resources. The use of personally owned software and/or personally owned hardware may be used only after proper assessment and approval by the Technology Services Department.

**SOFTWARE COPYRIGHT LAW**

Violations of copyright law are unlawful and place the Santa Cruz COE at liability. As a general rule, only the Technology Services Department is authorized to install any licensed software. Copyrights, trademarks and contractual agreements may prohibit the duplication of materials without authorization. Published material used in email or file transfers must have proper authorization. All licenses and copyrights associated with electronic material must be adhered to and copyright notices, as required, included in any use of such material.

**USE OF THE INTERNET**

Internet resources are provided at Santa Cruz COE to enhance job function and maximize job effectiveness. Personal use of the Internet is restricted to break periods or during non-working hours.

**USE OF COMPUTER RESOURCES**

Personal use of computer resources must not negatively impact others. An employee must not attempt to maliciously alter, erase, damage, destroy or make otherwise unusable any data, software, computer or network system.

**INDIVIDUAL COMPUTER ACCOUNT**

Each employee is responsible for maintaining the security of his or her personal employee account. This information may not be released to others for use.

**MALICIOUS SOFTWARE (MALWARE)**

The Santa Cruz COE attempts to maintain anti-virus protections in order to minimize the impact of malware. It is each employee's responsibility to protect their computer and all other computers and devices throughout Santa Cruz COE. This includes verifying that no malware have compromised any attachment before it is opened or shared. An employee must avoid downloading software from the Internet unless directed to and authorized by Technology Services or an immediate supervisor.

**USE OF ELECTRONIC MAIL (EMAIL)**

All email sent or received by an individual with account(s) with the Santa Cruz COE is the property of Santa Cruz COE and may be requested by the immediate supervisor, the superintendent or his/her designee, and examined with or without reason or warning.

**USE OF SOCIAL MEDIA**

Effective communication with colleagues, students and families is vital for a thriving educational environment where all stakeholders feel heard and engaged. Social media and digital communication devices and methods offer a means by which staff can quickly communicate with others, share information and exchange ideas. The Santa Cruz COE has developed channels for this type of communication. Please speak to supervisor about how to get involved with Santa Cruz COE social media accounts.

Employee online behavior must reflect the same standards of professionalism, respect and integrity as face-to-face communications.

When using personal social media sites, employees that identify themselves as working at the Santa Cruz COE must remember that they have associated themselves with the office, colleagues and educational community; therefore, employees must ensure that any associated content is consistent with the mission and work of the Santa Cruz COE.

Staff who have identified themselves as associated with the Santa Cruz COE should use the following disclaimer on personal social media sites, including blogs, "The views on this site are my own and do not necessarily represent the views, opinions, vision or strategies of Santa Cruz COE." Even with the most stringent privacy settings, when posting online comments that are related to school, students, families or the district, even in a personal capacity, staff should act as if all comments/postings are in the public domain.

Employees should use caution when posting any comment and/or images to the Internet that may reflect negatively on their professional image. Be advised that failure to adhere to these guidelines may result in disciplinary action.

For questions about the guidelines employees should contact their supervisor.

### **TECHNOLOGY & NETWORK ETIQUETTE**

The following rules must be followed to ensure safe and efficient use of the system:

- Use the Santa Cruz COE network for business work so as to not tie up any network resources.
- Send or forward only appropriate business-related messages to achieve work goals.
- Use only language appropriate for business situations.
- Disclose only generic information that does not personally identify students, staff, or other's private information.
- Only transmit or intentionally receive and/or store acceptable content. Unacceptable content includes, but is not limited to, material which is likely to be pornographic, unethical, illegal, racist, sexist, reference to gambling, or containing language inappropriate for a K-12 business or business office environment.
- Transmit messages using only your own name and account.
- Transmit materials compliant with all United States or California laws or regulations. This applies to copyrighted or trademarked material, threatening or obscene material, or material protected by trade secret.
- Keep your individual account and password private. The office account is for the employee's use only.

By my signature, I acknowledge that I have received (or will receive) access to an electronic device for the conduct of Santa Cruz COE business and that I am the authorized possessor of the device (1) only in my official capacity as a Santa Cruz COE employee and not in any capacity personal to me; and (2) only for the period of time that the Santa Cruz COE has provided me the device. I understand that the Santa Cruz COE may demand the return of the electronic device, and that refusal to return the device immediately upon demand may subject me to disciplinary action up to and including termination of employment. I further acknowledge that improper use of the electronic device, including use of the device to encrypt, delete, corrupt or destroy any information stored on it after having been given an employer directive to return the device to the Santa Cruz COE, may also subject me to disciplinary action up to and including termination of employment. I further acknowledge that refusal to cooperate with employer directives to safeguard or retrieve information on the electronic device may subject me to disciplinary action up to and including termination of employment. I expressly consent to the Santa Cruz COE accessing electronic device information by means of physical interaction or electronic communication with the electronic device at any time. I agree to request, demand and compel the production of, or access to, electronic communication information from a service provider, or compel the production of, or access to, electronic device information from any person or entity upon the direction of my employer, and understand that refusal to do so may subject me to disciplinary action up to and including termination of employment.

I hereby release the Santa Cruz COE and its personnel from any and all claims and damages arising from my use of Santa Cruz COE technology or from the failure of any technology protection measures employed by the Santa Cruz COE.

**Please digitally sign your acknowledgement here: <http://sccoe.link/techsign>**