

# NOVATO UNIFIED SCHOOL DISTRICT

## Board Policy

Series 4000

BP 4040

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### **PERSONNEL**

#### **EMPLOYEE USE OF TECHNOLOGY/DISTRICT RESOURCES**

The Governing Board recognizes that technological resources 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 district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

To further enhance employee skills and proficiency, access to resources may be made available outside of the work day on and off site in accordance with the regulations outlining obligations and responsibilities.

(cf. 0440 - District Technology Plan)  
(cf. 1113 - District and School Web Sites)  
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of all district resources, equipment and supplies. Such use is only for purposes related to their employment and is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies 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. (20 USC 6777; 47 USC 254)

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

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The Superintendent or designee shall establish administrative regulations 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 shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

(cf. 4143/4243 - Negotiations/Consultation)

### **Legal Reference:**

#### **EDUCATION CODE**

51870-51874 Education **technology**

#### **GOVERNMENT CODE**

3543.1 Rights of employee organizations

#### **PENAL CODE**

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

#### **UNITED STATES CODE, TITLE 47**

254 Universal service discounts (E-rate)

#### **CODE OF FEDERAL REGULATIONS, TITLE 47**

54.520 Internet safety policy and technology protection measures, E-rate discounts

#### **UNITED STATES CODE, TITLE 20**

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

6777 Internet Safety

**Board Approved: May 12, 1998, Revised: March 16, 2004**

# NOVATO UNIFIED SCHOOL DISTRICT

## Administrative Regulations

Series 4000

AR 4040

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### **PERSONNEL**

#### **EMPLOYEE USE OF TECHNOLOGY/DISTRICT RESOURCES**

#### **Student/Financial System Access: User Obligations and Responsibilities**

It is the policy of the Novato Unified School District to protect the confidentiality of information that resides in its information systems which includes data on employees, students and other business/financial data. Employees are authorized to access the Student/Financial Systems in accordance with Governing Board policy and the user obligations and responsibilities specified below.

1. The Student/Financial System software and the data it contains will be used to conduct District business only. Access or use of the system and the data it contains for personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly forbidden.
2. The Student/Financial System data is confidential. Employees must observe any ethical restrictions and abide by applicable laws and policies with respect to access, use, or disclosure of financial/student data and information.
3. Disclosure of data to unauthorized persons is strictly forbidden. The District expressly forbids the disclosure of data or the distribution of such data in any medium, except as required by job duties and responsibilities and which have been approved in advance.
4. Employees will follow control procedures and take reasonable measures to protect the student/financial data to which they have been granted access. This includes protecting their User ID, Login, password and any other means of access to the system(s).
5. Employees will perform only transactions that affect the work for which they have responsibility or authorization.
6. Employees should not disclose their username, login and/or password to other individuals or use another person's username or login. If an employee has reason to believe that their username, login or password, or that of another individual has been

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compromised or is being used by a person other than the individual to whom it was issued, they will report it to their supervisor AND Information Services immediately

7. Employees will be held responsible for the consequences of any misuse occurring under their "User ID", "Login" or "Password" due to any neglect on their part.
8. Employees will be responsible for the accurate presentation of administrative data, and will be responsible for the consequences of any intentional misrepresentation of that data on their part.
9. Transactions processed through the Student and Financial System are audited on an ongoing basis and the District will take appropriate action when improper uses are detected.
10. Failure to follow the policies and procedures established by the District for the use of the Student/Financial Systems may result in the revocation of system privileges and/or disciplinary actions, including termination of employment.
11. Employees must sign a Confidentially Agreement (Exhibit A) every year before a new login and password will be issued.

### **On-Line/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.
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)

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(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.
8. Users shall report any security problem or misuse of the services to the Superintendent or designee.

(cf. 6163.4 - Student Use of Technology)

### **District Equipment, Materials and Supplies**

1. Consumable and non-consumable equipment, materials and supplies purchased by the district may be used only on site for purposes related to employment.
2. Offsite use of equipment and tools shall be permitted only with the written approval of the employee's supervisor.

**Board Approved: May 12, 1998, Revised: March 16, 2004**

# NOVATO UNIFIED SCHOOL DISTRICT

## Exhibit

Series 4000

EX 4040

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### NOVATO UNIFIED SCHOOL DISTRICT Student/Financial System User Responsibility Acknowledgement and Agreement

It is the policy of the Novato Unified School District to protect the confidentiality of information that resides in its information systems which includes data on employees, students and other business/financial data. Based upon your job duties and responsibilities, you have been designated to have access to a portion of the District QSS Student and/or Financial System (Reflections/Web Tools).

**My access and use of Reflections and/or Web Tools is subject to the following terms and conditions.**

1. **I will use the software and the data it contains to conduct District business only.** Access or use of the system and the data it contains for my own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly forbidden.
2. **I will respect the confidentiality of individuals to whose records I have been given access.** I will observe any ethical restrictions and will abide by applicable laws and policies with respect to access, use, or disclosure of financial/student data and information.
3. **I will not give data to persons not authorized to have access to it.** I understand that the District expressly forbids the disclosure of data or the distribution of such data in any medium, except as required by my job duties and responsibilities and which have been approved in advance.
4. **I will follow control procedures and take reasonable measures to protect the student/financial data to which I have been granted access.** I will protect my User ID, Login, password and any other means of access to the system(s).
5. **I agree to perform only transactions that affect the work for which I have responsibility or authorization.**
6. **I will not disclose my username, login and/or password to other individuals.** I will not use another person's username or login. If I have reason to believe that my username, login or password, or that of another individual has been compromised or is being used by a person other than the individual to whom it was issued, I will report it to my supervisor **AND** Information Services.
7. **I understand that I will be held responsible for the consequences of any misuse occurring under my "User ID", "Login" or "Password" due to any neglect on my part.**
8. **I will be responsible for the accurate presentation of administrative data, and will be responsible for the consequences of any intentional misrepresentation of that data on my part.**
9. **I understand that the transactions processed through the Student and Financial System are audited on an ongoing basis and the District will take appropriate action when improper uses are detected.**
10. **I agree to follow the policies and procedures established by the District for the use of the Student/Financial Systems.** Failure to do so may result in the revocation of my system privileges and/or disciplinary actions, including termination of my employment.

**My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement (required before a personal access code and password is assigned).**

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/School

*This form must be returned to Information Services, Novato Unified School District.*

**ORIGINAL SIGNATURE IS REQUIRED.**

3/16/04