

West Contra Costa USD

Administrative Regulation

Personnel

AR 4040

Employee Use of Technology

West Contra Costa Unified School District
Staff Acceptable Use Policy (AUP)

Technology access in the district supports and enhances learning and teaching.

Supervisory Responsibilities

Staff who wish to have their students use the Internet:

1. May only permit qualified student users with signed Student AUPs on file to have access. Do not login for students who do not have an account.
2. Must be sure that they are supervised.
3. Will take all reasonable precautions to prevent unauthorized student use.
4. Notify District Administration or appropriate site administrator if a student violates the AUP.

User Responsibilities

The West Contra Costa USD facilities and equipment are to be used in a responsible, efficient, ethical, and legal manner. **Acceptable uses of the network are activities that support learning and teaching.**

Staff are expected to be good citizens of the network:

- Log on to your own account to use the Internet.
- Log off the network when you are stepping away from your computer.
- Notify building or district technology staff if you encounter inappropriate materials or sites.
- Report any security problems immediately.
- Keep passwords private.
- Take all reasonable precautions to protect access to your account.
- Be aware of potential viruses (keep virus definitions updated).
- Practice printing conservation.
- Protect the privacy of staff and students.
- Observe copyright guidelines and fair use policies.
- Follow all district policies and local, state, and federal laws.
- Avoid unnecessary system traffic (i.e. real-time chat, online radio or streaming video).
- Only use high bandwidth educational applications approved by the District Administration.

- Read and be familiar with the student Acceptable Use Policy (AUP).

Unacceptable Use of Technology:

- Accessing or viewing obscene, profane or objectionable materials or sites.
- Accessing sites that promote any illegal activity.
- Using the network for financial gain (i.e. auctions, eBay or gambling).
- Accessing recreational sites (i.e. games, social networking or chat sites).
- Personal use during scheduled work time.
- Excessive personal surfing.
- Changing network and security settings on school computers.
- Loading software without authorization.
- Downloading music or movies for personal use (no illegal downloads).
- Using district Internet access in lieu of a personal Internet account.
- Trespassing in folders or files other than your own.
- Engaging in practices (opening non-requested or suspicious attachments) that threaten the network, including setting up personal wireless.
- Leaving teacher programs accessible to others.

The West Contra Costa Unified School District has attempted to provide a safe network environment. Staff are advised that using the district's system might provide access to information that contains inaccurate or objectionable material. **Accessing information on the Internet is ultimately the responsibility of the user.** The district does not condone the use of obscene or other objectionable materials. Such materials are prohibited in the school environment. In addition, staff should be aware of the following:

- By authorizing use of technology resources, the District does not relinquish control over materials on the systems or contained in files on the systems. Files stored on school-based computers and communications via e-mail, Internet browsers, or voice mail are not private.
- Electronic messages and files stored on school-based computers, or network systems may be treated like any other school property. Administrators, faculty, or network personnel may review files and messages to maintain system integrity and, if necessary, to ensure that users are acting responsibly.
- School district employees and students should also be aware that data and other material and files maintained on the school district system may be subject to review, disclosure, or discovery. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

E-mail Policy:

West Contra Costa Unified School District provides email to all full or part time employees of the district. WCCUSD recognizes that electronic mail (e-mail) is a valuable communication tool that is widely used across our society. Staff members are provided with district e-mail accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

Abuse of the technology may result in:

- Suspension or cancellation of use or access privileges.
- Payments for damages or repairs.
- Discipline under appropriate school district policies including suspension, expulsion, exclusion or termination of employment, or civil or criminal liability under applicable laws.

ACKNOWLEDGEMENT OF ACCEPTABLE USE POLICY

Users must acknowledge their understanding of this policy by submitting a signed staff AUP Form. Failure to adhere to this policy and its regulations may result in suspension or cancellation of user privileges and may result in disciplinary action up to dismissal. District Due Process procedures will apply.

I have read and understand the WCCUSD Staff Acceptable Use Policy.

Printed Employee Name: _____

Work Site: _____

Employee Signature: _____ Date: _____

Issue Date: