

GRIDLEY UNIFIED SCHOOL DISTRICT
EMPLOYEE USE OF TECHNOLOGY POLICY

Information resources offer access to people and computers throughout the world. The Gridley Unified School District offers electronic mail and electronic access to its students and staff within the District.

The resources administered by the Gridley 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, research, and the official work by the offices, departments, recognized student and employee organizations and agencies of the District.

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

The purpose of this policy is to insure 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 may be violation of District policy, or state or federal law.

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. If passwords are used, they shall be made available to designated District representatives upon request.
3. The system shall not be intentionally used for:
 - (a) Commercial purposes;
 - (b) Political activity;
 - (c) Accessing or transmitting material that is pornographic, obscene or sexually explicit;
 - (d) 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;
 - (e) Accessing improper confidential information concerning students or other employees;
 - (f) Sending or receiving "chain mail" messages;
 - (g) Any unlawful or unethical purpose; or
 - (h) Transmitting copyrighted material without the express written authorization of the copyright holder.
4. Employees may use the system for union activities in accordance with applicable policies governing the use of District equipment.
5. Employees may use the system for personal use outside contractual hours. The primary purpose of technology access is for educational purposes. Staff may have access to the District's bandwidth at a time when the students are not in school.
6. Employees shall have no expectation of privacy with respect to District computers, E-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. Also, many electronic records are classified as public records.
7. Making copies of any District software is prohibited. Caution must be taken when installing or downloading any software. If in doubt, ask a member of the Technology Team.

8. Many of these programs have the ability to cause conflicts within the system. Random checks may be made to ensure that District policies are being followed.
9. Security on any computer system is a high priority. If a user identifies a security problem, he/she shall 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.
10. 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.
11. 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. The Technology Steward must be notified of any change of computer location or an installation of a new computer.
12. 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 may 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 has a Technology Committee who will recommend policies and procedures to the Board of Education.
13. If a user violates this policy, access to the user's account may be restricted or rescinded. Steps preceding action against an individual account are as follows:
 - (a) The complaint administrator will inform the superintendent regarding alleged inappropriate use.
 - (b) Allegations may be investigated by an outside expert. The user's account may be revoked or suspended based on the results of the investigation. If the offense is deemed an extreme breach of policy, the user will be denied access to his/her account, without advance notice, until the investigation is completed.Users may contest action taken against their account. In such cases, a panel shall be convened by the Superintendent. After reviewing all the evidence, the panel will, according to its findings, uphold, modify, or retract the action. The user will receive a copy of the panel's decision, which is final.
14. The Gridley 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 or others. Use of any information obtained through the GUSD network is at the user's own risk. The District specifically disclaims any responsibilities for the accuracy of the information obtained through its services.

15. The use of some employee-owned electronic devices (i.e. smart phone, tablet, laptop, etc.) to access District E-mail or other network resources may be available.

NOTE: "The District is not responsible for any data loss or damage to your employee-owned device that may occur while accessing E-mail or GUSD network resources on that device. Additionally, any data usage charges incurred by the employee while accessing District E-mail or other District resources on their device, through the GUSD network, will continue to be the responsibility of the employee."

16. 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) Each site is required to obtain a signed copy from each user before they are allowed access to the District network. A roster of users who have signed the policy shall be forwarded to the Chief Business Official. The signed copies are to be maintained by the site.

(b) Each site shall inform the Technology Steward as expeditiously as possible whenever a user is to be deleted from the system or when a new user is to be added.

17. Users are expected to follow generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- (a) Be polite. Never send or encourage others to send abusive messages.
- (b) Use accurate descriptions for your titles. Help people know the subject before they read the message.
- (c) Make your message easy to understand and review your message before you send it, so that it accurately reflects your meaning and is spelled correctly.
- (d) Send your information to the appropriate audience not the largest audience.
- (e) Be careful with humor or satire; remember that it can be misinterpreted.
- (g) Cite references for facts.
- (h) Forgive the spelling or grammatical errors of others.
- (j) Treat all others with respect.
- (k) Post to groups that you know. Be very careful of unknown groups.

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I have read and received a copy of the provisions and conditions of the Gridley Unified School District's Employee Use of Technology Policy. By signing this document, I acknowledge that if I violate the provisions of the Policy I may be subject to disciplinary action or referral to the legal authorities. If disciplinary action is initiated, due process as provided by the appropriate Education Code section, bargaining unit contract, or district policy will be followed.

Signature: _____

Printed Name: _____

Department/School Site: _____

Date: _____

If using an employee owned device, provide the following:

Brand: _____

Model: _____

MAC Address: _____