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## CLOVIS UNIFIED SCHOOL DISTRICT

### ACCOUNTABILITY PLANNING & RESEARCH

#### *Records Management*

#### EMPLOYEE USE OF TECHNOLOGY

**PURPOSE:** This document sets forth the rights and responsibilities for employees under the District's Employee Use of Technology and Administrative Regulation No. 7203.

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.

District employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment. Such use is a privilege which may be revoked at any time. Employees should also be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. The Superintendent or designee may monitor District's technology resources including e-mail and voice mail systems, at any time, without advance notice or consent. Further, these technologies should not be used to transmit non-encrypted confidential information through email or to transmit in a non-secure manner (i.e., answering machine) confidential information about students, employees, or District operations outside of the District without prior authorization from the Superintendent or designee/authority.

The Superintendent or designee shall establish administrative regulations which outline employees' obligations and responsibilities related to the use of District technology. The Superintendent 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 Board Policy and Administrative Regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees that use the District's technological resources. Employees shall acknowledge that they have read and understood these policies, regulations and guidelines.

*Adopted: 6/7/95  
Amended: 6/26/02  
Amended: 1/5/05  
Reviewed: 7/30/08  
Reviewed: 7/22/09  
Reviewed: 8/24/15*

*Education Code sections 51870-51871.5, 52295.10-52295.55  
20 United States Code section 6751-6777  
47 United States Code section 254, 47 Code of Federal Regulations section 54.520  
Penal Code sections 502, 632  
Vehicle Code section 23123*

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