



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 4040
Page 1 of 2

All Personnel

Employee Use of Technology

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. 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 professional development in the appropriate use of these resources.

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.

Employees shall be notified that computer files and electronic communications, including email and voice mail are not private. Technological resources 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 pornographic 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.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

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

Employee Use of Technology (continued)

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources.

Legal Reference:

Education Code

51870-51874 Education Technology

52270-52272 Education Technology and Professional Development Grants

52295.10-52295.55 Implementation of Enhancing Education through Technology Grant Program

Government Code

3542.1 Rights of Employee Organization

Policy Adopted: 2-12-08