

### **EMPLOYEE USE OF TECHNOLOGY**

The Monrovia Unified School District Board of Education 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. All employees shall learn to properly and appropriately 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.

Employees are responsible for the appropriate use of technology and shall use the district's resources only for purposes related to their employment. Such use is a privilege that may be revoked at any time.

Computer files and communications over electronic networks, including e-mail, text messaging, voice mail and social networks are not private. These technologies shall not be used to transmit confidential information about students, employees, or district operations without express written authorization by the district.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure to block access to inappropriate sites, including visual or audio 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 Technology Services staff to enable access for testing, maintenance, or any other lawful purpose.

The District's technological resources may not be used for purposes other than District business and curriculum. Personal use, other than minor incidental use, is prohibited. Violations of district policy related to appropriate technology use shall be subject to disciplinary action, up to and including dismissal. To ensure proper use of the district's technological resources, 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.

When employees choose to use personal electronic communication devices for the purpose of communication with students, communication shall be limited to official school business or activities. All communication with students is not private. Therefore, employees shall limit such communication to school business or school activities. Violation of district policy shall be subject to discipline, up to and including dismissal.

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

Revised: January 23, 2012

(Replaces: BP 6162.7 Use of Technology in Instruction)

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