

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/9/97****REVISED: 4/5/13****SUBJECT: Use of Technological Resources****PAGE: 1 of 7**

The County Superintendent of Schools encourages employees' use of technological resources in the performance of their work assignments. This administrative regulation presents the obligations and responsibilities of employees and other authorized adults in the use of San Diego County Office of Education (SDCOE) technological resources. This regulation implements the Internet safety requirements of the Children's Internet Protection Act (CIPA) to safeguard minors and ensure eligibility for Universal Service (E-rate) discounts on Internet access, telecommunications services, and other eligible products and services.

The County Superintendent of Schools assigns responsibility for the secure, reliable, and efficient operation of SDCOE technological resources to the assistant superintendent, Integrated Technology Services. As necessary, he/she shall establish, implement, and disseminate to employees and other authorized users written operating procedures consistent with the requirements of this administrative regulation.

Technological resources refers to all equipment; software; electronic networks, both wired and wireless; electronic communications; websites and content; and licenses that are owned, leased, or operated by the San Diego County Office of Education. Exhibit 1 presents definitions of SDCOE technological resources.

Users means employees or other authorized users of San Diego County Office of Education technological resources. Authorized users may include temporary employees or other individuals who are granted access to specified technological resources in accordance with requirements and procedures established and administered by the assistant superintendent, Integrated Technology Services.

Employees and other authorized users of San Diego County Office of Education technological resources (users) are responsible for their proper use at all times. Users are expected to use technological resources to more effectively perform the duties and responsibilities of the operations and programs of the San Diego County Office of Education.

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/9/97****REVISED: 4/5/13****SUBJECT: Use of Technological Resources****PAGE: 2 of 7**

Users should be aware that computer files, Internet use, and communications over electronic networks, including e-mail, text messages, social media, and voice mail, are not private. The County Superintendent of Schools or his/her designee may access and/or monitor use of SDCOE technological resources at any time without advance notice or consent. Information maintained on SDCOE technological resources, including archived e-mail and files deleted from a user's account, is the exclusive property of SDCOE and may be accessed by the County Superintendent of Schools or designee, or required to be disclosed under the California Public Records Act or by court order.

In compliance with Federal Communications Commission rules for CIPA, the assistant superintendent, Integrated Technology Services, or designee, shall ensure that Internet access of all San Diego County Office of Education computers is regulated by a technology protection measure (Internet filter) and that the operation of such measure is maintained. The technology protection measure shall continuously filter and block access to visual depictions that are obscene, child pornography, or harmful to minors. The assistant superintendent, Integrated Technology Services, or designee, may disable the technology protection measure during use of a computer by an adult to enable access for bona fide research or other lawful purpose.

No employee or other authorized user may permit minors to use computers with Internet access where the technology protection measure is not enabled. Use of SDCOE technological resources by minors is governed by Administrative Regulation 6163, Student Use of Technology.

Acceptable Use Agreement

This administrative regulation constitutes the *SDCOE Acceptable Use Agreement*. Before being granted access to SDCOE technological resources and on an annual basis thereafter, employees and other authorized users shall be required to read and sign the *SDCOE Acceptable Use Agreement*. The Executive Director, Human Resources, or designee shall be responsible for ensuring compliance with this requirement.

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/9/97****REVISED: 4/5/13****SUBJECT: Use of Technological Resources****PAGE: 3 of 7**

Users are required to maintain the highest standards of professional and ethical conduct and to comply with the *SDCOE Acceptable Use Agreement*, applicable laws, County Board of Education policies, SDCOE administrative regulations, and Integrated Technology Services operating procedures when using technological resources. If an employee is uncertain about whether a particular activity constitutes proper use, he/she should refer to Administrative Regulation 4020, Code of Ethics, or other relevant administrative regulation or Board Policy or consult with his/her supervisor for guidance.

The County Superintendent of Schools or designee shall provide employees opportunities for professional development in the appropriate use of SDCOE technological resources.

User Obligations and Responsibilities

Employees and other authorized users shall use the technological resources of the San Diego County Office of Education, as defined in Exhibit 1 of this administrative regulation, in accordance with the obligations and responsibilities specified below.

1. Users shall keep private their personal account access information (username and password), home addresses, phone numbers, Social Security numbers, and other individually identifiable information. They shall use the system only under their own user account and shall not assume a false or misleading identity or the identity of another user. Users shall lock or log out of SDCOE technology equipment after each use to prevent unauthorized access to the account.
2. Users shall not use technological resources to post, publish, or transmit records or other confidential information related to students, employees, or privileged matters of the San Diego County Office of Education to enable access by anyone not legally entitled or authorized by the County Superintendent of Schools or designee to access it.

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/9/97

REVISED: 4/5/13

SUBJECT: Use of Technological Resources

PAGE: 4 of 7

3. Users shall not use technological resources for commercial or other for-profit activities, for political or religious purposes, for unauthorized solicitations, to encourage the use of drugs, alcohol, or tobacco, to promote unethical practices, or to conduct any activity prohibited by law, Board policy, or administrative regulations. Use of technological resources to send chain letters or unsolicited bulk email, known as spam, is prohibited.
4. Users shall not access, download, post, publish, transmit, or display in electronic form harmful or inappropriate material that is threatening, obscene, disruptive, sexually explicit, or child pornography, or that could be construed as harassment or disparagement of any member of a group protected by state or federal law.
5. Users are prohibited from using technological resources to engage in harassment, intimidation, or threats of any kind to students, staff, administrators, or any other individuals.

Additionally, users are prohibited from engaging in cyberbullying. Cyberbullying means any severe or pervasive act or conduct inflicted by means of an electronic act, including, but not limited to, sexual harassment; hate violence; or harassment, threats, or intimidation, directed toward one or more coworkers or students. Cyberbullying includes using another person's electronic account for any of the purposes listed above.

An electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social networking website by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

6. Users shall not use technological resources to download, post, transmit, or publish copyrighted material, including multimedia and software, except as permitted by copyright law or with appropriate permission or license.

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/9/97

REVISED: 4/5/13

SUBJECT: Use of Technological Resources

PAGE: 5 of 7

7. Unless authorized to do so by the County Superintendent of Schools or designee, users shall not knowingly access and without permission read, delete, copy, or modify other users' electronic mail messages or files; interfere with other users' ability to send or receive electronic mail messages; or forge or fraudulently use other users' electronic mail account or files.
8. Users shall not use San Diego County Office of Education technological resources to commit acts of vandalism.

Vandalism includes, but is not limited to, hacking, intentionally uploading, downloading, transferring, or creating computer viruses and/or any malicious or unauthorized use of SDCOE technological resources. Also included are any actions that attempt to harm or destroy equipment or materials or manipulate the data, in any form, of any other user. Public offenses related to computer crime are further defined in Penal Code section 502.
9. Users shall not purposefully disable or circumvent any technology protection measure installed on San Diego County Office of Education technological resources.
10. Users shall not participate in social networking websites unless, for purposes consistent with their work assignments, they are authorized to do so by their division assistant superintendent. Participation in social networking websites must be in strict compliance with the *SDCOE Acceptable Use Agreement*. Access to social networking websites must be approved by the assistant superintendent, Integrated Technology Services.
11. To protect the security and reliability of the SDCOE wireless network, users are prohibited from installing any wireless network in facilities owned or operated by SDCOE. Any exceptions must be approved in advance by the assistant superintendent, Integrated Technology Services.

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/9/97

REVISED: 4/5/13

SUBJECT: Use of Technological Resources

PAGE: 6 of 7

Users shall report alleged violations of the user obligations and responsibilities specified above, misuse of technological resources, and any security problems to the assistant superintendent, Integrated Technology Services, or designee.

User privileges may be terminated, denied, suspended, or revoked at any time and/or the user may be subject to disciplinary and/or legal action in the event of violation of any conditions of the *SDCOE Acceptable Use Agreement*, applicable law, Board policy, administrative regulation, or Integrated Technology Services operating procedures.

Annual Review

The assistant superintendent, Integrated Technology Services, or designee, shall annually review and update this administrative regulation and relevant procedures for the use of SDCOE technological resources to adapt to changing technologies and circumstances.

Board Policy: 2303, 3560, 3600, 4004, 4019, 4022

Administrative Regulation: 2300, 3513.2, 3560, 4019, 4020, 4021, 4030, 6163

Derivation: Adopted 9/9/97. Public hearing 2/4/03. Amended 2/4/03. Technical Revision 10/20/03. Amended 11/6/09, 4/5/13.

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/9/97

REVISED: 4/5/13

SUBJECT: Use of Technological Resources

PAGE: 7 of 7

Legal Reference: Education Code

200 et seq., 260, 32261, 48900 et seq., 48980, 51006 - 51007,
51870 - 51874

Government Code

11135

Penal Code

311, 313, 422.55 - 422.6, 502, 632, 653.2

United States Code, Title 15

Children's Online Privacy Protection Act (COPPA), sections 6501 - 6502

United States Code, Title 17

101 - 122

United States Code, Title 18

2256

United States Code, Title 20

6751 - 6777

United States Code, Title 47

254(h), 254(i)

Children's Internet Protection Act (CIPA), section 1721 et seq.

Protecting Children in the 21st Century Act, section 215

Code of Federal Regulations, Title 34

100.3

Code of Federal Regulations, Title 47

54.500 - 54.520

FCC 01-120 Report and Order, Adopted March 30, 2001

11-125 FCC Report and Order, Adopted August 10, 2011

Public Law 107-110

No Child Left Behind Act of 2001, sections 2401- 2441

Public Law 110-385

Broadband Data Services Improvement Act, sections 211, 215

Management Resources:

California Department of Education: *Federal Telecommunications Discounts for
Schools and Libraries* - www.cde.ca.gov/ls/et/ft/eratemain.asp

Federal Communications Commission: www.fcc.gov

USAC Schools and Libraries Division (SLD): www.sl.universalservice.org/

San Diego County Office of Education Integrated Technology Services

Operating Procedures: teams.sdcoe.net/infosecurity.aspx

DEFINITIONS OF TERMS

For the purposes of Administrative Regulation 3600, Use of Technological Resources, technological resources of the San Diego County Office of Education (SDCOE) refers to equipment, software, electronic networks, websites and content, and licenses that are owned, leased, or operated by SDCOE including, but not limited to the following:

1. **Equipment:** All desktop, laptop, tablet, and portable computers; telephones and cellular phones; personal digital assistants (PDAs); and peripheral devices, including printers, scanners, and external or removable storage devices.
2. **Software:** Operating systems; off-the-shelf applications; operating system and browser extensions; and the CD-ROMs, DVDs, and electronic downloads containing applications and installers.
3. **Software as a Service (SaaS):** Application software that is Internet-based and is not installed on local workstations, such as Zoho, GoogleApps, and Microsoft Office Live.
4. **Electronic Networks:** Equipment, cabling, software, and data circuitry that provide wired and wireless connections among SDCOE facilities, commercial Internet access (including services granted by the K-12 High Speed Network), and interconnection of SDCOE servers and workstations.
5. **Electronic Communications:** Any transfer of signals, writings, images, sounds, data, or intellectual property that is created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or more electronic communications systems utilized via an SDCOE electronic network. Examples include, but are not limited to, e-mail, electronic messaging, “tweets” (Twitter), streaming media, and web site content.
6. **Websites and content:** All websites hosted on equipment owned or leased by SDCOE and all websites bearing the San Diego County Board of Education copyright, including the underlying text, pictures, data, and presentation of information that comprises static and dynamic web page content.
7. **Licenses:** All documentation, activation keys and codes, and rights to use and/or redistribute that are purchased by or granted to SDCOE for the purpose of using copyrighted software.