EMPLOYEE USE OF TECHNOLOGY

The Monterey County Superintendent of Schools (County Superintendent) recognizes the internal use of technology as an effective method for increasing efficiency and enhancing employee performance through improved access to and exchange of information, effective tools to assist in providing a quality instructional program, and the facilitation of effective operations. The County Superintendent has established Administrative Regulations 4040 and an Acceptable Use Agreement, which outline employee obligations and responsibilities related to the use of technology.

Technology shall be used for purposes related to employment in accordance with Administrative Regulation 4040. Incidental personal use is strictly limited to non-commercial activities and must be kept to a minimum. To ensure proper use, employee usage of technological resources will be monitored, including but not limited to the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

Confidential Information

Technological resources shall not be used to transmit confidential or unauthorized information about students, employees, or Monterey County Office of Education (MCOE) operations without authorization.

Technology Protection Measure

The County Superintendent or designee shall ensure that all MCOE computers with internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The County 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. [20 USC 6777; 47 USC 254]

Use of Cellular Phone or Mobile Communications Device

An employee shall not use county owned devices for personal business while on duty, except in an incidental manner pertaining to emergency situations and/or during scheduled work breaks.

Vehicle Code 23125 prohibits a school bus driver from using a cell phone while driving, except for work-related or emergency purposes. In addition, Vehicle Code 23123 prohibits any person, beginning July 1, 2008, from using a cell phone while driving unless using the phone in hands-free mode.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Legal Reference:

EDUCATION CODE
11600-11609 Education Technology Grant Program Act, 1996
51870-51884 The Morgan-Farr-Quackenbush Education Technology Act, 1992

GOVERNMENT CODE
3543.1 Rights of employee organizations

PENAL CODE
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education through Technology Act, Title II, Part D, especially: 6777 Internet safety
6801-7005 Technology for Education Act of 1994

VEHICLE CODE
23123 Wireless telephones in vehicles
23125 Wireless telephones in school buses

CODE OF FEDERAL REGULATIONS, TITLE 4754.520 Internet safety policy and technology protection measures