

Personnel – All Personnel**STAFF ACCEPTABLE USE OF TECHNOLOGY**

The Contra Costa County Office of Education intends that technological resources provided by the County Office be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

This policy and its accompanying regulation confirm the County Board's compliance since 2001 with the Children's Internet Protection Act (CIPA) of 2001.

The County Superintendent of Schools or designee shall provide instruction to classroom instructional staff on how to instruct students regarding appropriate online behavior, safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber bullying, how to respond if subjected to cyber bullying, unauthorized access including so-called "hacking," and unauthorized disclosure, use and dissemination of personal information regarding minors. Classroom teachers will be expected to educate their students on this content.

The County Superintendent of Schools or designee shall notify students and parents/guardians about authorized uses of County Office computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with County Office regulations and Acceptable Use Agreement. Staff members should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or County Office operations without authority.

Before a staff member is authorized to use the County Office technological resources, he/she shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the staff member shall agree not to hold the County Office or any County Office staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The staff member shall also agree to indemnify and hold harmless the County Office and County Office personnel for any damages or costs incurred. Use of the County Office's technology is a privilege which may be revoked at any time.

The County Superintendent of Schools or designee shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students and staff using the County Office's technological resources and to help ensure that the County Office adapts to changing technologies and circumstances.

The County Superintendent of Schools or designee shall ensure that all County Office computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254). A technology protection

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measure, compliant with the Children’s Internet Protection Act, has been in place since 2001. The County Superintendent of Schools 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)

To ensure proper use of the system, the County Superintendent of Schools or designee may monitor the County Office'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 County Superintendent of Schools or designee so that he/she may have system access.

To reinforce these measures, the County Superintendent of Schools or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher assistants, student aides, and volunteers assist in this supervision.

Policy
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Policy
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