Technology Acceptable Use Policy

Computing devices (including computers and mobile devices) and the district's network communication systems (including but not limited to the email system and district on-line collaboration and file storage services) are owned and/or managed by the District and are maintained for the express purpose of school members carrying out the District educational mission which includes teaching information processing for school business and enhancing communication between district staff, parents, students, and community members.

1. Authorized Possessor

District-owned computing devices may be given to school members to carry out the District's educational mission. Upon receipt of a District-owned device, the school member is the authorized possessor as defined by the California Electronic Communications Privacy Act (also known as CalECPA or SB 178). School members understand and acknowledge that the District may, at any time without cause, confiscate any District-owned device and search the electronic communications information stored therein. Upon such confiscation, the school member is no longer the authorized possessor of the District-owned device. While serving as authorized possessor of a District-owned device, the school member is personally responsible for keeping the device free from illegal content or material inappropriate for a school setting. District-owned devices issued to school members are not to used be used by school members' family or friends for personal uses.

2. Specific Consent

Users of the District's computer systems should be aware that the data they create, store, or transmit on the District's systems including email, voice mail, and any compute files are not private and remain the property of the District. The District reserves the right to monitor all files, programs, apps, internet traffic, and communications that reside on District computers/devices and servers or travel over its network at any time without additional notice or consent. Users using personal accounts to load apps and resources onto a District-owned device must exercise prudent judgment to ensure that only appropriate apps and resources for the school setting are loaded onto the District-owned devices. Users should not expect personal apps, files, or email accounts residing on a District-owned device or District managed service to remain private. The District retains the right to inspect, delete, and report any apps, information, and files that find their way onto district owned computer devices or remote storage systems (including district maintained internet/cloud storage account s). By the use of the District's computing and communications systems and devices, school members grant specific consent, as defined by CalECPA, to the District to review and monitor electronic communication information and electronic device information created, stored, or transmitted on the District's systems and devices.

TECHNOLOGY ACCEPTABLE USE POLICY

Woodville Union School District members are expected to review, understand, and abide by the policies described in the Technology Acceptable Use Policy and the accompanying procedures provided by the District Technology Department. This document is legally binding on school members, whether or not they have signed the Acceptable Use Policy. Woodville Union School District supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at Woodville Union School District. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities. The following statements are provided in accordance with Board Policy 4040.

No possessory Interest: I have read and understand the Technology Acceptable Use Policy, the 'latest version of which is posted on the district website at www.woodville.k12.ca.us. I understand that I have no specific ownership or possessory right in the District device I use or in the information stored or created therein. The Device is the property of the District. This Device and the information contained therein may be assigned or used by other school members, on as-needed basis, in furtherance of the District's operational and administrative objectives. I further understand that the District has the right and does periodically upload information from my device to District maintained servers and databases and that my internet use may be monitored and restricted by District filtering systems.

District Access to Device: I recognize that the District will periodically access my cellular telephone, computer (laptop and/or desktop), and/or other personal computing and communicating devices to perform the following functions:

a) Repairs or maintenance of the device.

b) Upgrading of device.

c) Retrieval of information in response to Public Records Act.

d) Retrieval of records in compliance with the Pupil Record Act, Education Code section 49062, et seq., FERPA and AB 1584.

e) Fulfill the District's statutory duties and Board policies to maintain public records.

f) Conduct administrative searches of the device.

g) Monitor employee/school member compliance with state and federal law and District policy.

I understand that I shall have no expectation of privacy when using District computing equipment or technological resources; including but not limited to District provided email, file storage systems, electronic devices, computers, and other communication and collaboration services.

I also understand that any District or school records maintained on any of my personal devices or messages sent or received on a personal device that is being used to conduct District business may be subject to disclosure, pursuant to a subpoena or other lawful request.

I also understand that in order to comply with state and federal student privacy laws, I will not allow people who are not school members (such as parents, volunteers, or students,) to use or access my District issued computing device since confidential or protected student information or sensitive District email communications may be stored or accessed from there.

Employee Name: ------------------

(Printed)

Employee Signature: ------------------ Date:

Effective School Year: