

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Personnel
ACCEPTABLE USE OF TECHNOLOGY**Policy Statement

The Fresno County Superintendent of Schools ("FCSS") recognizes the need to establish an acceptable use policy for workplace technology. Therefore, this policy shall specify the rules and restrictions employees must follow regarding the FCSS network, software, internet connection and devices. Furthermore, this policy notifies FCSS employees and authorized users of their responsibilities and duties when using FCSS technology, including but not limited to computers, Internet, intranet, email, telephone, copiers, faxes, scanners, and other forms of direct electronic communications or equipment in the FCSS network system.

The FCSS promotes responsible use of technology and prevents, to the degree possible, unauthorized, inappropriate, and/or unlawful use, access, and activities by users of the FCSS system. In addition, the FCSS prohibits unauthorized disclosure of, or access to, sensitive information, and complies with the Children's Internet Protection Act (CIPA).

Employee computers and network systems are the property of the FCSS. Employees shall use the system safely, responsibly, and primarily for work-related purposes. Users should have no expectation of privacy regarding their use of the FCSS property, network, Internet access, files, and email. Users should have no privacy expectations in the contents of personal files or records of their on-line activities while on the FCSS system. Users should be aware that their personal files may be discoverable in court and administrative proceedings, and in accordance with public record laws. The employee, by whose name an online service account is issued, is responsible for its proper use at all times. Employees shall keep account information, employee and/or student home addresses, and telephone numbers private and confidential.

The FCSS uses technology protection measures to block or filter, to the extent practicable, access to materials that are obscene, pornographic, and harmful to minors, and/or that are inappropriate for the FCSS's educational and workplace environment. The FCSS reserves the right to monitor any user's online activities; to conduct random audits of accounts and use; to access, review, copy, store, or delete any electronic communication or files; and to disclose such communication or files to others, as he/she deems necessary.

Only legally licensed software that has been approved by the Information Systems & Technology (IS&T) Department may be installed on the computer or the network system. Users may not install software programs without the pre-approval and involvement of IS&T. This prohibition includes the installing of software considered trial, free, or updates, due to the prevalence of hidden worms and viruses in these types of software. Users are expected to conform to the license requirements of all software. To protect their computers from viruses, users may not disable any anti-virus application, and must scan all data discs and files entering or leaving the system for viruses.

To reduce waste, users should shut down their computers at the end of the workday and other extended periods of non-use. Users with access to confidential or sensitive information should protect such information from unauthorized disclosure by use of a monitor privacy screen and by locking their computer when they are away from their desk.

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Acceptable Uses of the FCSS' Computer Network or the Internet****Non-Duty Time Use**

Employees must follow this policy and must report any misuse of the system by students or staff to their immediate supervisor. Access to the FCSS system is for FCSS-related education and business purposes. Use of the system by the employee during duty time for personal business is a violation of this policy. Staff may use the Internet for personal use during duty-free time; however, such use during duty-free time must adhere to the requirements and restrictions of this policy. Employees seeking guidance about such use should ask their immediate supervisor, applicable Cabinet Member, or the Technology Officer.

Passwords

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from accessing their account. Users should not give their password to others, except when asked by their department/program administration for business related purposes. Users shall use the system only under the account to which they have been assigned.

Employer Email Account

Users must use the FCSS email system for all FCSS digital communications, and should not install or use personal, non-FCSS email systems. In addition, unless approved by the applicable department/program administration and IS&T, non-FCSS instant messaging systems for computers or telephone or cell phone networks are not to be loaded onto the system or used to conduct official FCSS business. For employees who do not have an FCSS-provided computer, a computer and monitor shall be provided at each FCSS site for use by employees whose positions do not require use of a computer except for employer-employee communications.

Employee Email Signature on Employer Email Account

The FCSS deems it essential to reflect a professional image to its clients and public at all times, as well as to comply with all legal requirements applicable to governmental entities. Therefore, FCSS email signatures shall be as follows:

Employee Name: First and last.

Agency Name: Name of organization.

Agency Address: Mailing address of organization.

Position Title: Designated job classification by the FCSS.

Contact Numbers: Telephone/cell/fax/email address.

FCSS Mission Statement: Preapproved mission statement and/or department/program tag line.

Example

Dr. Michele Cantwell-Copher
Fresno County Superintendent of Schools
Superintendent of Schools
1111 Van Ness Ave
Fresno, CA 93721
Email: mcopher@fcoe.org
Phone: (559) 265-3010

Any variations from the email requirements as stated above must be preapproved by the employee's immediate supervisor, applicable Cabinet Member, and the FCSS.

FRESNO COUNTY SUPERINTENDENT OF SCHOOLSStudent AUP

Certificated staff are responsible for having on file a parent/guardian signed AUP for the current school year prior to allowing the student to use the system. As is required by the CIPA, student on-line activities are to be monitored by the supervising teacher, and the discovery of a violation of the Student AUP, student conduct rules, or the law, shall be reported to the appropriate Administrator, and if required, to law enforcement. Teachers shall remind and require students to follow the Student AUP, especially the rules for safe use of the Internet, e.g., not meeting anyone in person if contact was through the Internet, not revealing personal information such as name, address, phone number, photograph, etc., to anyone.

Protecting Digital Information

Users should avoid carrying digital information regarding students, staff or FCSS business that is protected under privacy laws, or that is sensitive or confidential off-site, unless required by their FCSS position. Great care must be taken in protecting such information and users must immediately report any compromise to data due to reasons including, but not limited to, loss, theft, or misplaced laptops, USB, discs, cell phone/devices.

Artificial Intelligence

Users must be cognizant of the information they are sharing with any open artificial intelligence ("AI") system and shall not share any confidential information or personal information of another employee, student, or other person. Users should not solely rely on AI as it may not always provide accurate or up-to-date information. Employees seeking guidance about use of AI should ask their immediate supervisor, applicable Cabinet Member, or the Technology Officer.

Blogs, Websites, Forums

Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing FCSS or using FCSS equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for FCSS online publishing activities, including, but not limited to, copyright, privacy rights, and prohibition against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that FCSS is not responsible for the content, and the employee who oversees the site shall review the blog for inappropriate content. The FCSS retains the right to delete material on any such online communication.

Unacceptable Uses of the Computer Network or Internet

The following examples of inappropriate activities are intended as guidelines and not an exhaustive list of all inappropriate activities. The FCSS reserves the right to take immediate action regarding activities that create potential security and/or safety issues for FCSS students, employees, programs, schools, network, or computer resources; or that expend resources or involve content the Superintendent, in his/her sole discretion, determines lack legitimate educational or business purposes; or other activities determined to be inappropriate by the Superintendent.

Unacceptable use includes, but is not limited to:

- Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or attempting or completing unethical practices or criminal activity punishable under law or FCSS policy.

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- Accessing or transmitting harmful or inappropriate matter that is profane, obscene, disruptive, threatening, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Obtaining and/or using anonymous email sites; disguising one's identity; impersonating other users; sending anonymous email, files, or data; spamming; spreading viruses; deleting, copying, modifying, "browsing," or forging other user's name, email, file, or data.
- Making unauthorized copies of licensed software or other copyrighted digital materials; illegally using copyrighted software and materials, storing such materials on the information systems, or transmitting such materials over FCSS network facilities, including music files.
- Damaging computer equipment, files, data, or the network, including, but not limited to, "hacking;" intentionally accessing, transmitting, or downloading computer viruses, other harmful files, or programs; or disrupting any computer system performance.
- Using, or attempting to use, any FCSS computer or permission to pursue unauthorized access to internal or external systems connected to the FCSS network; accessing or attempting to access, store, copy, or download information protected by privacy laws, regarded as sensitive and/or personal information, or otherwise deemed confidential by the Superintendent.
- Accessing or transmitting "chain letters" or any type of "pyramid scheme," including, but not limited to, linking communications to non-education related commercial sites, and/or sites not related to the work of FCSS.
- Engaging in use that jeopardizes access or leads to unauthorized access into others' accounts or other computer networks, including, but not limited to, using another's account password(s), or identifier(s); or interfering with another user's ability to access his/her account(s); or disclosing anyone's password to others; or allowing another to use another's account(s) or password(s).
- Using the FCSS computers, network, or Internet for non-FCSS purposes, including, but not limited to, personal business advertising, promotion, or financial gain, conducting for profit or non-profit business activities, such as solicitation for religious purposes, lobbying, political purposes, or soliciting votes.
- Unauthorized personal use of the network or Internet, including, but not limited to, conducting personal business during duty time; accessing pornographic, gambling, or any other inappropriate web sites at any time; or using email to send pornographic, abusive, profane, or any other inappropriate content, information, or material.

Penalties for Improper Use

Use of FCSS network accounts and systems is a privilege, not a right, and misuse will result in the restriction or cancellation of an account and/or privileges. Misuse may also lead to disciplinary and/or legal action for students, FCSS employees, and FCSS authorized users, including, but not limited to, suspension, termination from employment, or referral to criminal prosecution authorities.

Disclaimer

The FCSS make no guarantees about the quality of the services provided and are not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the FCSS network for any communications not related to authorized FCSS-related work are to be borne by the user. The

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FCSS denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the FCSS and/or FCSS employees.

Users are directed to ask their supervisors for clarification of any question regarding this policy and proper use of the FCSS computer system. Users should contact the IS&T Department at support@fcoe.org for assistance with opening documents, to report possible threats to the system, potential viruses, or suspected compromise of user's account.

Adopted: 05/28/2008

Amended: 06/23/2009; 05/15/2014; 09/25/2014; 09/9/2015; 11/18/2015; 01/12/2017; 07/01/2023; 07/24/2024

REFERENCES

Superintendent/Board Policy 1114

CSBA
4040