



## Colton Redlands Yucaipa ROP Technology Acceptable Use Policy for Employees

The Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP or ROP) is pleased to offer access to ROP computers, communications systems (email, web sites, smart phones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources to promote educational excellence and innovation. While using CRY-ROP and personal technology resources on or near ROP property, in ROP vehicles, at ROP-sponsored activities, as well as using ROP technology resources via off-campus remote access, each user must act in an appropriate manner consistent with site, ROP, and legal guidelines. Education regarding responsibilities and expectations when using technology is the joint responsibility of CRY-ROP and each individual user.

Access to CRY-ROP technology resources is provided to employees who agree to act in a considerate and responsible manner. Prior to being allowed access to the Internet through technology resources provided through CRY-ROP, employees must sign the CRY-ROP Acceptable Use Consent Form acknowledging their responsibilities. Employees must comply with CRY-ROP standards and honor this agreement to be permitted the use of CRY-ROP technology.

CRY-ROP technology resources are provided to conduct research, access curriculum resources, enhance parent and stakeholder involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of behavior apply. Users are responsible for appropriate behavior when using ROP computer networks or personal technologies.

**If an employee violates any of these rules, his/her use shall be terminated and future access may be denied. Disciplinary action may also result.** If possible criminal activity is discovered, the proper law enforcement authorities will be notified. Disciplinary action for employees shall be in accordance with existing discipline policies and may include termination of employment in accordance with the laws of the State of California and CRY-ROP policy.

1. CRY-ROP technology resources shall only be used to access educational information and to promote learning activities, including the facilitation of communication between community sites, home and school.
2. Users shall not load personal software or programs on ROP computers nor shall they download programs from the Internet without prior approval.

3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a user that damages or interferes with performance of ROP technology hardware, software, operating systems, communication systems will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.
4. Not all access to the Internet can be supervised. Employees agree not to send, access, submit, publish, display or print over the Internet or CRY-ROP network, or using CRY-ROP technology resources, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Cyber bullying is specifically prohibited. It shall be the user's responsibility to report the inappropriate use, web site, or communication to ROP administration.
5. Although the ROP uses a software filter to block known inappropriate web sites and prohibit access to harmful materials accessed from an ROP network, the ROP does not filter or block access to harmful materials accessed from an ROP-provided resource that is being used outside of the ROP network. Under any circumstances, filtering technology is not perfect and therefore may in effect both interfere with legitimate educational purposes and allow some objectionable material to be viewed; therefore, exercise caution and reasonable judgment when accessing materials from an ROP network.
6. The use of CRY-ROP technology resources is not private; users should not expect that files stored on or transmitted via the ROP's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by ROP employees and other officials. Digital storage is CRY-ROP property, and as such, network administrators will review files and communications to maintain system integrity and ensure that users are using technology responsibly.
7. CRY-ROP denies any responsibility for the accuracy of information obtained from the Internet or on-line resources.
8. CRY-ROP makes no warranties of any kind, expressed or implied, for the technology resources it provides to users.
9. Copyright ©, Trademark ™ and/or Registered ® laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in user projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.
10. Users shall not post or transmit their own or other's personal information such as home addresses, telephone numbers, last names, photos or other personal identifying information.
11. The use of ROP technology resources may involve the use of a password, network access code or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole purpose. Such passwords and codes shall not be disclosed by employees to others.
12. Employees shall not use ROP technology resources to conduct for-profit business activities or to engage in religious activities. Users shall not use ROP technology resources for advertising, promotion commercial purposes or similar objectives, including the purchase of any items or services.

13. Employees may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes. Users shall abide by the instructions provided by supervisors and other school site administration in the use of such personal technologies. Access to the Internet or other ROP communication systems from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other ROP communication systems from personal technology is not available via hard wire connections.

### **Employee Professional Conduct on Social Media Platforms**

Social media platforms allow employees to engage in conversations in widely accessible social media environments, which can be transmitted, recorded, archived or otherwise retained even after a user deletes the submission.

The following guidelines apply to all CRY-ROP social media content publishers, and all employees who are identified with CRY-ROP on social media platforms. These guidelines apply to private and password protected social media platforms as well as to open social media platforms.

1. CRY-ROP employees may have personal social media sites. These sites should remain personal in nature and to share personal opinions and not be used to share work related information. Following this principle helps ensure a distinction between sharing personal and organizational views. If necessary, use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of CRY-ROP or the department for which I work."
2. Employees must never use their organizational e-mail account or password in conjunction with a personal social networking site.
3. Executives and managers should take additional caution when posting to personal social networking sites. By virtue of their position, they must consider whether published personal content may be misunderstood as expressing an official organizational position.
4. Because of their public nature and accessibility by the community, social media platforms represent an extension of the workplace. Employees are encouraged to maintain language and behavior appropriate for the workplace in all personal social media interactions.
5. Employees shall maintain a professional relationship with all students, staff, parents/guardians, or community members via social media platforms and recognize that all interactions must meet the same high expectations held of professional and personal conduct.
6. Employees shall not post content that encourages illegal actions or inappropriate behavior including but not limited to the use of drugs or drug paraphernalia, membership in organized criminal organizations and display of pornographic or obscene images.
7. Employees are responsible for reviewing these guidelines, which may be changed to address additional concerns in the future.

8. Employees violating these guidelines are subject to disciplinary action up to and including termination. Any violation of these guidelines should be reported.

**Consequences of Misuse and/or Violation of the Provisions of this Agreement**

Misuse of personal or ROP and personal technology resources on or near ROP property, in ROP vehicles, at ROP-sponsored activities, as well as using ROP technology resources via off-campus remote access, may result in disciplinary action up to and including termination of employment. This Agreement shall be used in conjunction with CRY-ROP Board Policies, California Education Code, and other local, state and federal laws and regulations governing the applicable matter.

Employees should recognize that the nature of the use of ROP technology resources extends outside of the school itself and into off-campus remote locations such as community sites, and homes. The ROP's jurisdiction to enforce user behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the ROP's technology resources are being used in the inappropriate behavior.

**Limitation of Liability**

***CRY-ROP shall not be responsible for any damages suffered by the employee, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the user's own risk. CRY-ROP specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The ROP assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The user shall indemnify and hold CRY-ROP harmless from any losses sustained as the result of use or misuse of the ROP's technology resources by the user, and/or the loss or damage of personal technology.***

**Acceptable Use Consent Form**

I hereby agree to comply with the CRY-ROP Acceptable Use Policy, as described above. I agree to hold CRY-ROP harmless for any damages suffered, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people arising from or connected to the use of CRY-ROP technology resources. I agree to not hold CRY-ROP responsible for materials acquired or received by me on the Internet or via e-mail while using CRY-ROP computer and other electronic information resources, for violations of copyright restrictions, users' mistakes or negligence, or any vendor charges incurred by me while using any CRY-ROP electronic information resource. I will also reimburse CRY-ROP for the full amount of any unauthorized charges or costs incurred by me while using these resources.

I have read, understand and will abide by the provisions and conditions of this policy at all times. I also understand that any violations of the above provisions may result in disciplinary action, the immediate revocation of my user account and privileges, and possible civil and/or criminal legal action up to and including termination. I also agree to report any misuse of the information system to the Superintendent or designee. I also recognize that all CRY-ROP policies regarding appropriate student conduct apply in the utilization of this resource, and I may be disciplined for any violation of those policies independent of this policy.

As an employee of the Colton-Redlands-Yucaipa Regional Occupational Program, I the undersigned agree to use the internet and electronic information resources provided only for projects and assignments directly related to my employment with the ROP. I agree to all terms and conditions as stated above.

\_\_\_\_\_  
User Name (Please print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

Note: A copy of this agreement will be retained in employee file.