

ALL PERSONNEL

SUBJECT: Employee Use of Technology

User Obligations and Responsibilities

Employees are authorized to use the Riverside County Office of Education's information technology resources in accordance with user obligations and responsibilities specified below. Information technology resources include desktop and laptop computers, software, printers, copiers, E-mail and voice-mail systems, data processing systems, databases, Internet, Intranet, computer network, and related peripheral devices.

Computer and Network Use:

1. Employees are responsible at all times for the proper use of information technology systems assigned to them, or to which they have been granted access.
2. Employees shall use information technology systems only for the official purposes related to their employment with the Riverside County Office of Education. Commercial, political and/or personal use of the system is strictly prohibited. The Riverside County Office of Education reserves the right to audit and monitor information technology resources for improper use.
3. Users shall not use the system to promote unethical practices or any activity prohibited by law or the Riverside County Office of Education policy.
4. Copyrighted material may not be placed on any Riverside County Office of Education information technology system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
5. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy Riverside County Office of Education equipment or materials or the data of any other user.
6. Users shall report any security problem or misuse of information technology resources to the County Superintendent or designee.

Internet and E-mail Use

The County Superintendent of Schools encourages the use of the Internet and e-mail as a means to improve services, instructional programs, and business operations. However,

Internet service and e-mail are valuable and costly resources. Their purpose is to facilitate the official business of the Riverside County Office of Education. Irresponsible or unauthorized use of these resources reduces their availability for critical business operations, compromises security and network integrity, and leaves the Riverside County Office of Education open to potential damaging litigation. Every employee has the responsibility to maintain and enhance the Riverside County Office of Education's public image and to use these resources in a responsible and productive manner that reflects well on the Riverside County Office of Education. Since the Riverside County Office of Education is a public agency and e-mail/Internet access are paid for with tax dollars, they are not intended for personal use.

The Information Technology Services Division routinely monitors usage patterns in Riverside County Office of Education's e-mail and Internet communications. The reasons for this monitoring are many, including network performance, cost analysis, security, bandwidth allocation, and the general management of the Riverside County Office of Education's gateway to the Internet. All messages created, sent, or retrieved over the e-mail and Internet system are the property of the Riverside County Office of Education and should not be considered private information. In addition, the Riverside County Office of Education reserves the right to access and monitor the content of all messages and files on the e-mail and Internet system at any time without prior notice. Employees should not assume that e-mail is totally private and should transmit confidential data in other ways.

1. Employees may not use the e-mail system or the Internet to transmit, retrieve, forward, or store any communications or material of a discriminatory or harassing nature or materials that are obscene, sexually explicit or "X-rated." Harassment of any kind is prohibited.
2. Employees may not transmit messages or material with derogatory or inflammatory remarks about an individual's race, age, sex, disability, religion, political beliefs, national origin, physical attributes, or sexual preference. No abusive, profane, threatening, disruptive or offensive language shall be transmitted.
3. The e-mail system and Internet access also may not be used for any other purpose that is illegal or against Riverside County Office of Education policy or best interests. Solicitation of non-Riverside County Office of Education business or any use of the e-mail or Internet system for personal gain is prohibited.
4. Each employee is responsible for the content of all text, audio, or images that he or she places or sends over the e-mail and Internet system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another organization. All messages sent on the Riverside County Office of Education's e-mail and Internet system should contain the employee's name.

5. Any messages or information sent by an employee to another individual outside the Riverside County Office of Education via an electronic network are statements that reflect upon Riverside County Office of Education. Therefore, all e-mail and Internet communications sent by employees shall comply with all Riverside County Office of Education policies and shall not disclose any confidential information. Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail are not private. This technology should not be used to transmit confidential information about students, employees or County Office of Education affairs.
6. Employees may not transmit copyrighted materials belonging to other entities other than Riverside County Office of Education. Failure to adhere to this policy puts the organization in serious legal jeopardy and opens us to significant lawsuits and public embarrassment. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission of the author.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
8. Users are encouraged to keep messages brief.
9. Users may not download or access audio or video from the Internet, except as necessitated by business purposes.
10. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the county or using county equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for county online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the county is not responsible for the content of the messages. The county retains the right to delete material on any such online communications.

Software

The Riverside County Office of Education has made a substantial investment in software to support the educational and business processes of the organization. Periodic lawsuits against educational and business organizations highlight the need to ensure that the organization is not guilty of copyright infringement through the use of illegally obtained

or unlicensed software. Accordingly, all employees must understand and abide by the policy on the use of software on Riverside County Office of Education computers.

1. The Riverside County Office of Education has purchased licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on the County Office of Education computers and appropriate backup copies made in accordance with the licensing agreements. Employees may not make copies of this software or documentation without the express written consent of the software publisher.
2. The Riverside County Office of Education will provide copies of legally acquired software to meet all legitimate business needs of employees in a timely fashion and in sufficient quantities for all of its computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited. Employees may not bring in copies of software from home or other sources for use on Riverside County Office of Education computers.
3. All software used on Riverside County Office of Education computers must be pre-approved and purchased through the Information Technology Services Division. Furthermore, only Information Technology Services personnel or those designated in writing by the Associate Superintendent, shall install software on organization computers.
4. To prevent computer viruses from being transmitted through the e-mail and Internet system, no unauthorized software shall be downloaded from the Internet and installed on Riverside County Office of Education computers.
5. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for Riverside County Office of Education employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to disciplinary action, which may include termination of employment.
6. The Riverside County Office of Education reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use; announced and unannounced audits of computers to assure compliance; removal of any software found on computers for which a valid license or proof of license cannot be determined; and disciplinary action, which may include termination of employment, in the event of employee violation of this policy.

Security

All information stored on Riverside County Office of Education computer and data processing systems is the sole property of the Riverside County Office of Education. It may contain sensitive, confidential information about students, employees, or County Office of Education affairs. All Riverside County Office of Education employees using information technology resources share in the responsibility of protecting this information from unauthorized access. Accordingly, all employees are required to comply with the following:

1. Information will not be provided to external organizations without authorization from the Riverside County Superintendent of Schools or his/her designated representative.
2. Passwords will be used to access Riverside County Office of Education computer systems and associated data.
3. Employees will be required to change passwords on a regular schedule as determined by the network administrator and system administrator.
4. Employees must take precautions to protect their password from unauthorized disclosure. Passwords will not be disclosed to other individuals unless authorized by the County Superintendent or his representative.
5. Employees will not leave active terminals unattended without preventing unauthorized access with physical or password security.

Information Security Training

The County Superintendent of Schools or designee shall develop an annual security awareness training and phishing exercises to heighten staff awareness of the various threats to Riverside County Office of Education's network and services infrastructure. It is a requirement that staff complete the training, be aware of the various threats to Riverside County Office of Education's electronic presence, and use this knowledge, awareness, and periodic reinforcement exercises to maintain a secure environment with data security and privacy assured for all stakeholders.

Announced and Unannounced Audits of Riverside County Office of Education Devices/Equipment

The County Superintendent of Schools or designee shall develop procedures to be followed by administrative staff when it is determined that an announced or unannounced audit/search is warranted in order to assure compliance with Board Policies 4040 and 4040.1 and Administrative Regulation 4040.

Attachments:

- A. Procedures to Request Device Audit/Search Authorization

B. Riverside County Office of Education Device Audit/Search Authorization Form

C. Employee Acceptable Use of Technology Policy Acknowledgement