

PERSONNEL

BP 4290 Employee Use of Technology

The El Dorado County Superintendent of Schools and the County Office of Education recognize that technology can enhance employee performance by improving access to and exchange of information, improve the quality of instruction, and facilitate operations. All employees are expected to learn to use the available electronic resources that will assist them in their jobs. As needed, staff will receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the electronic resources of the County only for purposes related to their employment. Such use is a privilege that may be revoked at any time.

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. To ensure proper use of technology, the Superintendent or designee may monitor the technological resources at any time, without notice or consent.

Legal Reference: E.C. §§ 11600 et seq. and 51870 et seq.

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Second Reading: April 4, 2000

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