

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 1

**Date:** 9/10/07

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.100 GENERAL PERSONNEL PRACTICES**

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**SECTION 4.127 EMPLOYEE USE OF TECHNOLOGY**

The Governing Board acknowledges the power and presence of technology to enhance the District's educational mission. We recognize its potential to support curriculum, student learning, and administrative duties and responsibilities by facilitating resource sharing, innovation, and communication.

The Board intends that the District data network, Internet, and other online resources be provided and maintained for instructional, educational, and administrative purposes. Users of the District's computing and network resources are required to use such resources responsibly, ethically, and in a manner consistent with the provisions of this policy. All data saved to the District's network is considered public record and can be accessed with due cause.

The Superintendent or designee shall establish administrative regulations governing the acceptable use of these technologies by employees during the performance of their duties. Administrative regulations shall address:

- Personal responsibility
- Acceptable use
- Access to technology equipment and services
- Security and passwords
- Expected privacy
- Employee acknowledgement

All employees will participate in District provided technology orientation. Following completion of orientation, employees shall acknowledge that they have read and understood the administrative regulation.