

Administrative Regulation

Technology Use Guidelines

To protect students and staff from access to inappropriate material and harmful matter on email and other communication services, the district has established safety and technology use guidelines, including:

1. All GGUSD email messages and paper documents are the property of the district and are subjected to office policy, procedures, and control.
2. Messages should include pertinent subject title.
3. Messages should be brief and concise.
4. Messages must not contain profanity, racial or sexual slurs or other unprofessional language.
5. Messages must not contain defamatory language or language that is offensive or threatening toward other students, staff, the department or members of the community.
6. Email and other communication services shall not be used for:
 - a. Commercial advertising
 - b. Marketing unless it's directly related to core district/school operations
 - c. Lobbying for votes
 - d. Introducing or propagating viruses, worms, or malware
7. Transactions that authorize or change an employee's pay or employment status or which require a signature, a GGUSD form or an official government document shall not be accomplished through email, except as authorized by the Superintendent, Assistant Superintendent, or designee; such authorization may be specific to a particular situation or may be incorporated into the department's personnel data procedures. Specific examples of documents that are not appropriate for email include:
 - a. Resignations
 - b. Addition or deletion of dependents or beneficiaries on insurance plans and on death or retirement documents
 - c. Merit increase, stipend, hours or other pay changes
 - d. Change in automatic deposit, payroll deduction or withholding
 - e. Revision to payroll time and attendance reports
 - f. Budget, funding or classification of a position
 - g. Hiring, transfer or termination
 - h. Travel or contract approval
 - i. Purchase or invoice approval

8. Except when authorized by the Superintendent, Assistant Superintendent, or designee, information that fall under any applicable privacy regulation shall not be communicated through or attached to email. Specific examples are:
 - a. Social Security number
 - b. Employee's home address or telephone number
 - c. Disciplinary action or documentation of performance problems
 - d. Details of a health or medical condition
9. Mailbox space should be kept to a minimum. Unnecessary messages should be deleted.
10. Students and staff are responsible for any messages sent using their email accounts.
11. It is a violation of this policy for an employee, without proper authorization, to post a message on any electronic information system that may reasonably be interpreted as representing the policy of GGUSD.
12. Email messages automatically include the GGUSD disclaimer indicating that, if the individual is not the intended recipient of the message, any reproduction contained in the transmission is strictly prohibited unless it is subjected to review by GGUSD.

CONFIDENTIALITY NOTICE: This e-mail and any attachments may contain non-public, confidential or legally privileged information. If you are not the intended recipient, you are notified that any unlawful interception, disclosure, printing, copying, distribution or use of the contents is prohibited under the Electronic Communication Privacy Act, 18 USCA 2510, 18 USCA 2511 and any applicable laws. If you received this in error, please notify the sender by reply e-mail and delete this message.

13. Students and staff are advised that employee emails and other electronic communication services pertaining to the business of GGUSD, including emails and/or electronic communication services pertaining to GGUSD business using personal accounts, may be deemed public records for disclosure under the California Public Records Act. Moreover, documents may be subject to disclosure by subpoena or other legal process.
14. Students and staff are advised that email and other communication services should not be considered a secure and confidential method of communication.
15. Announcements to "All Staff" (including hitting "reply all" to a message to all GGUSD employees) must have supervisor and Cabinet-level approval in advance. Announcements such as birth, death, or marriage notices are to be sent only within the division, unless prior approval is obtained from a Cabinet representative to send it to other divisions.

16. Email messages shall be retained in accordance with the GGUSD Policy on Records and Records Control.
17. In accordance with the Children's Internet Protection Act, 47 U.S.C. 254, GGUSD shall ensure that all GGUSD email have a technology protection measure that blocks or filters email to visual depiction that are obscene, child pornography, or material harmful to minors as defined in 47 U.S.C. 254 and that the operation of such measures is enforced.

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Ref: EC Sections: 49073.6, 51006, 51007, 60044, Penal Code 313, 502, 632, 653.2, United States Codes: Title 20, 7101-7122 Student Support and Academic Enrichment Grants, 7131 Internet Safety, Title 47, 254 Universal Service Discounts, Code of Federal Regulations, Title 16, 312.1-312.12 Children's Online Privacy Protection Act, Code of Federal Regulations, Title 47, 54.520 Internet Safety Policy and Technology Protection Measures, E-rate Discounts

Adopted: September 3, 2019