



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Integrated Services and Human Resources

Meeting of

06/15/16

TO: Wendy S. Tukloff, Ed.D., Superintendent
For Board of Trustees

FROM: Ray Avila, Associate Superintendent

SUBJECT: E 4040 – Employee Use of Technology (First Reading)
(Discussion)

Background

PSD has a Board Policy (4040) that provides language regarding employee use of technology. It is stated in BP 4040 that the *“Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology”*. The PSD Addendum to Technology Acceptable Use and Security Policy (“Policy”) applies to all PSD employees and any other person or entity granted access to or use of the District’s computer network and facilities, whether or not employed by the District (“Users”). To gain access to District computers and technological devices, facilities, network, software applications, and the Internet, Users must review and agree to abide by the terms of this PSD Technology Acceptable Use and Security Policy by signing in agreement to the obligations stated.

Currently, PSD provides the following documents to all employees in the district:

- PSD Technology Acceptable Use Policy (full text, six pages)
- Addendum to Technology Acceptable Use Policy for Employees and other Non-Student Users
- Summary of PSD Technology Acceptable Use Policy (one page)

The attached updated addendum (signature page) presents language that reflects what is in the full text of the PSD Technology Acceptable Use Policy and also includes suggested language regarding electronic devices from legal counsel to clarify current language. It is suggested that all three documents are part of Exhibit 4040. Employees will sign the Addendum annually.

At the June 1, 2016 meeting, the Board reviewed the attached documents for first reading. Feedback was provided to staff regarding the Acceptable Use Policy (specifically item number 11 in Section 2: page 2) and staff agree that the language in this item be deleted. The attached revised Acceptable Use Policy reflects this change and these documents are being brought back for first reading.