

ANNUAL NOTICE / ACKNOWLEDGEMENT: EMPLOYEE USE OF TECHNOLOGY / ACCEPTABLE USE AGREEMENT

My signature on this form acknowledges my responsibility to read and understand, and that I agree to abide by, the Santa Clarita Valley School Food Services Agency’s (SCVSFSA) Employee Use of Technology as outlined in the Employee Use of Technology Board Policy (BP) 4040--revised 10/18/16 and Administrative Regulation (AR) 4040—approved 05/15/12.

- Summarized below are the Board Policy’s highlights.
- I have been provided a copy of both BP 4040 and AR 4040 for my records.

If I have any questions regarding these policies and procedures, I will contact my supervisor, the CEO, or designee.

Print Name _____

Signature _____

Date _____

Worksite or Substitute _____

EMPLOYEE USE OF TECHNOLOGY / ACCEPTABLE USE POLICY (AUP)

Overview of Board Policy (BP) 4040

- Employees are responsible for the appropriate use of technology and will use SCVSFSA’s technological resources primarily for purposes related to their employment.
- Agency employees have no reasonable expectations of privacy in the use of any equipment or other technological resources provided by or maintained by the agency, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password.
- The Agency and school districts will coordinate efforts to monitor employee usage of district/agency technology at any time without advance notice or consent and for any reason allowed by law.
- Records maintained on any **personal** device or messages sent or received on a **personal** device that is being used to conduct agency business will be subject to disclosure, pursuant to a subpoena or other lawful request.
- Employees will report any security problem or misuse of district/agency technology to the CEO or designee.
- District/Agency technology includes, but is not limited to, computers, the agency’s computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technology innovations, whether accessed on or off site or thorough agency-owned or personally owned equipment or devices.
- Employees will not use district/agency technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board Policy (BP), or Administrative Regulation (AR).
- Inappropriate use can result in cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board Policy (BP), or Administrative Regulation (AR).

Of Special Note: Use of Cellular Phone or Mobile Communication Device

- An employee will not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.
- Any employee that uses a cell phone or mobile communications device in violation of [the] law, Board Policy (BP), or Administrative Regulation (AR) can be subject to discipline and can be referred to law enforcement officials as appropriate.
- **NOTE: Our Agency has a strict policy prohibiting the use of a cell phone or mobile communications device (whether for Agency or personal reasons) while driving an Agency vehicle OR while driving your personal vehicle performing Agency business WITHOUT a hands-free device.**

The Agency’s Employee Use of Technology information may also be viewed at our website, <http://scvschoolnutrition.org>. Click the Contact Us link then the Agency Employee Page link.

- Click the **Employee Handbook link** (NOTE: the Employee Use of Technology and the Annual Notice to Employees links listed below the Employee Handbook link supersede the following contained in the Employee Handbook)
 - Part 2 – (Employee Use of Technology)
 - Appendix D -- Acceptable Use Policy (AUP) of Agency Computer Systems (Complete Board Policy [BP] and Administrative Regulation [AR] 4040)
- Click the **Board Policies link then the All Personnel – BP & AR 4000 link**
 - Employee Use of Technology BP 4040 (revised 10/18/16) and AR 4040 (approved 05/15/12)