

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
Technology Use Agreement
PREAMBLE

The District acknowledges that the rules and guidelines related to the use of technology in the workplace are evolving and subject to change as practice, legal challenges and legislation emerge to govern this new area. All employees permitted to use the RJUHSD network/on-line services are required to sign this Technology Use Agreement ("Agreement") and to abide by the terms and conditions of Board Policy 4040, its corresponding administrative rules and regulations, and state and federal laws.

These guidelines are intended to protect the legitimate interests of the employer. As an employer, the District has a legitimate interest in:

- Assuring that the network is not used for personal profit or gain or for access to pornography or other uses prohibited by law.
- Assuring that users do not violate the property rights of others.
- Assuring that personal programs are not loaded onto district-owned equipment or networks, unless specifically approved by the District.
- Assuring that work time is not used for personal purposes unless specifically authorized herein.
- Assuring that all electronic "records" are stored on central district staff network file servers (H: and P: Drives, Google Apps for Education Drive) for efficient archival, search and retrieval functions to maintain compliance with public records and litigation hold requirements.
- Assuring that electronic files and data stored off of network file servers (i.e., local hard drives, external or removable storage, etc.) are only used for files that are temporary/transitory in nature.
- Protecting confidential district information, including but not limited to, confidential information pertaining to employees and students.
- Establishing that work created for potential distribution or sale during work time and on district-owned equipment is the property of the District unless the District and employee enter into a specific written agreement designating ownership rights to the employee. The District encourages employees to develop ideas and materials for distribution and looks forward to entering into cooperative ventures with employees to develop ideas and materials for distribution and/or sale.
- Establishing and informing employees that all employee e-mail and Internet usage on district technology is subject to monitoring and review. Online communications are not private, and the District reserves the right to monitor any online communications for improper use.

The District has no desire to prohibit the occasional, de minimis and lawful personal use of the network. The District does not intend to discipline an employee for the occasional use of the network for personal reasons such as the receipt of e-mail from family or friends, or to conduct occasional personal business. Employees may use the district network to communicate with others as long as that use does not intrude on the work environment; does not jeopardize the security of the District's employees, network, equipment or any sensitive student or organizational data; and does not violate any applicable laws or district policies. The following guidelines are intended to assist employees in using the electronic information resources. The District will be guided by principles of reasonableness, the due process rights of employees and the emergence of legal standards related to the employee use of district technology.

GUIDELINES

Permitted Use (Acceptable Use)

Employees may use the District's electronic information resources to conduct the business of the District. Examples of such use include:

- The exchange of business-related information.
- The research of topics reasonably related to the established curriculum or to the operations of the District.
- The sharing of instructional strategies and practices.
- The lawful correspondence among employees, as long as that correspondence does not interfere with the employee's assigned work hours, duties and performance expectation.

Additionally, the District does not prohibit the occasional, de minimis and reasonable personal use of email and the Internet as long as that use does not interfere with the employee's assigned work hours, duties and performance expectations. Such use is subject to review and monitoring by the employee's supervisor and the District, and employees should have no expectation of privacy for any personal use or communication. Personal use of the District's technology resources beyond occasional de minimis use, whether during business hours or after hours, is not allowed.

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive district information including, but not limited to, confidential employee information and confidential student and parent information ("Confidential Information"). Confidential Information should never be sent to outside individuals or agencies not authorized to receive it. If a confidential e-mail is necessary, the subject line should state "Confidential Information." Confidential messages should not be sent or forwarded to others, staff or students who do not need to know the information. Confidential Information should not be sent or forwarded to multiple parties unless there is a clear/legitimate need. Confidential e-mails should not be saved in personal mailboxes and should be retained in accordance with the District's records retention Board Policy/Administrative Reg. 3580.

Confidential Information related to students ("Confidential Student Information") is protected by both state and federal laws. (See Education Code §49062 et seq. and 34 C.F.R. §99.31.) Employee use of technology for transmission of Confidential Student Information to individuals authorized to receive such information shall comply with Board Policy/Administrative Reg. 5125. Prior to transmitting Confidential Student Information within the scope of employment, employees are responsible for familiarizing themselves with Board Policy/Administrative Reg. 5125. Any questions concerning the permissible transmission of Confidential Student Information shall be addressed with the Assistant Superintendent, Curriculum and Instruction.

Social Media: The District recognizes there are legitimate professional reasons for using social media at work or using district technology resources to access social media. To enable employees to take advantage of the professional value of these sites and to promote an open, trusting, collaborative workplace, RJUHSD allows employees to use social media within the guidelines specified in Board Policy/Administrative Reg. 1114.

Internet Applications: Websites as well as Internet applications, often referred to as "Apps", collect different amounts of information. Apps contain terms of use which are contractual commitments between the user of the Apps and the Apps providers. When a user agrees to the terms of service of websites or Apps, he/she is entering into an agreement with that company as an individual and not as a representative of the District since only the District Board may approve district contractual agreements. To protect staff and student information, all Apps used by employees involving Confidential Information must be approved by the Technology Services Department and authorized by the District pursuant to a contract that is approved by the District Board.

Prohibited Acts/Conduct

- Unsecured transmitting of any confidential or sensitive student and/or organizational data outside of the District. Such transmission is prohibited and can be illegal. This includes email, chat, texting, instant messaging and other modes of communication. Employees who transmit any student or staff data electronically outside the District are to contact the Technology Services Department to ensure proper precautions are being followed.
- Accessing, viewing, downloading or transmitting any pornographic or obscene material.
- Transmitting any illegal, pornographic or inappropriate content, whether internal or outside the District. Such transmission is prohibited and can be illegal, even if the intent is to notify or inform the proper staff/authorities. Employees are to contact their immediate supervisor and work with the Technology Services and/or Personnel Services Departments as needed.
- Sharing account username and password. All technology use and correspondence must be conducted under the identity and user account established for the employee by the District.
- Impersonating another person or sending a communication under a false or unauthorized name.
- Violating or attempting to violate another person's privacy including, but not limited to, providing, accessing or using another user's account, identification number, password, electronic files, data or email. Transmitting personal or financial information about others is not permitted. Employees should use great caution when providing personal information about themselves.
- Using computer resources that violate copyright, trademark or license agreements.
- Circumventing or attempting to circumvent local or network security measures.
- Damaging or attempting to damage equipment, software or data belonging to the District or others.
- Tampering or attempting to tamper with any protections or restrictions placed on computer applications and files, including attempting to gain access to any restricted data or files.
- Altering or attempting to alter system software or hardware configurations on either network systems or local computing devices.
- Installing unauthorized software programs or programs not properly licensed on district-owned networks or computing devices. Downloading of any programs or software onto district equipment must have prior approval from the Technology Services Department. All downloaded data must be scanned for viruses.
- Sending or storing messages and/or materials that threaten, harass, defraud or defame others.
- Using district resources for commercial purposes or for personal financial gain. Work created for potential distribution or sale during work time is the property of the District unless the District and employee enter into a specific written agreement designating ownership rights to the employee.
- Any use of technology that violates state, federal or local law.

The above list is not to be considered exhaustive. Employees are required to obtain prior approval from their supervisor for any use of the District's electronic information resources not expressly authorized above. Additionally, employees are encouraged to contact their supervisor if they are unsure if a specific use may be categorized as a prohibited use. Employee conditional use of district technological resources including computers, e-mail, network and access to the Internet shall be permitted within this policy and applicable board policies and administrative regulations.

Consequences for Misuse

Subject to the due process provisions established in law and in the applicable collective bargaining agreements, employees may be disciplined for abuse or misuse of the District's electronic information resources. Such discipline may include provisions up to and including a suspension without pay and/or a recommendation for dismissal.

Acknowledgement of Receipt of Guidelines

My verification via Public School Works indicates that I have read, understand and agree to abide by all guidelines enumerated above.

Federal Law Resources:

Family Educational Rights and Privacy Act (FERPA), <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Children's Internet Protection Act (CIPA), <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

Rev 06/2019



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Unlawful Harassment in the Workplace/Public Schools

The Roseville Joint Union High School District is committed to providing an educational environment free of unlawful or offensive harassment. The District prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on a person's actual or perceived characteristics of race, color, ancestry, nationality, national origin, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, socioeconomic status, or any legally protected status or association identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any student or any employee of the District, including administrators, supervisors, certificated employees, and classified employees. Violation of this policy by an employee may result in discipline, up to and including discharge, depending on the seriousness of the violation. Violation of this policy by another student may result in discipline, up to and including suspension or expulsion, depending on the nature and seriousness of the violation.

Unlawful harassment because of actual or perceived characteristics of race, color, ancestry, nationality, national origin, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, socioeconomic status, or any legally protected status or association identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics or any other protected status includes, but is not limited to:

- Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations, comments, or epithets;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking of normal movement, or interfering with the academic performance or progress of a student because of the student's sex or race or any other protected basis;
- Retaliation for having reported, or threatened to report, harassment.

Sexual harassment is defined in the Education Code as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

If a student thinks he or she is being harassed because of his or her sex, race, ancestry, or other protected status, the student should immediately notify the principal or assistant principal. If an employee believes he or she is being harassed because of his or her sex, race, ancestry, or other protected status, the employee should immediately contact his or her supervisor. Complaints may also be filed with Mr. Brad Basham, Assistant Superintendent, Human Resources at (916) 782-8663 or Mr. John Becker, Executive Director, Student Engagement at (916) 782-5979.

To file a complaint, the student or employee should provide details of the incident(s), the names of the individuals involved, and the names of any witnesses. The complaint should be, but is not required to be, in writing. The complaint should be filed as soon as possible, but at least within six months of the date of the alleged harassment or within six months of the date the student or employee first became aware of the alleged harassment.

The District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the complainant within sixty days after the District receives the complaint.

If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will not retaliate against the student or employee for filing a complaint and will not knowingly permit retaliation by any other district employee or student.

The District encourages all students and employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A student complaint may be filed directly with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from Mr. Brad Basham, Assistant Superintendent, Human Resources, 1750 Cirby Way, Roseville, California, 95661, (916) 782-8663, or from Mr. Jess Borjon, Interim Superintendent, 1750 Cirby Way, Roseville, California, 95661, (916) 782-8882.

Students should be aware that the U.S. Office of Civil Rights also investigates complaints of harassment on the basis of sex, race, color, national origin, blindness or severely impaired vision, or other protected status in educational programs that receive federal financial assistance. If any student thinks he or she has been harassed or retaliated against for resisting or complaining about harassment, the student may file a complaint with the Office. Information on beginning this complaint process may be obtained from Mr. Brad Basham, Assistant Superintendent, Human Resources at (916) 782-8663 or Mr. John Becker, Executive Director, Student Engagement at (916) 782-5979, or by contacting the U.S. Office of Civil Rights directly at Centralized Case Management Operations, U.S. Department of Health and Human Services, 200 Independence Avenue S.W., Room 509F HHH Building, Washington, D.C. 20201.

Complaints may also be filed with the Department of Fair Employment and Housing at (800) 884-1684 or the Equal Employment Opportunity Commission at (800) 669-4000.



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Uniform Complaint Procedures (UCP) Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Roseville Joint Union High School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Roseville Joint Union High School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

Adult Education	Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
After School Education and Safety	Federal Every Student Succeeds Act
Agricultural Vocational Education	Local Control and Accountability Plans (LCAP)
American Indian Education Centers and Early Childhood Education Program Assessments	Migrant Education or immigrant students in Newcomer Program
Bilingual Education	Physical Education Instructional Minutes (for grades one through six)
California Peer Assistance and Review Programs for Teachers	Pregnant or Parenting Students
Career Technical and Technical Education; Career Technical; Technical Training	Pupil Fees
Career Technical Education	Reasonable Accommodations to a Lactating Pupil
Child Care and Development	Regional Occupational Centers and Programs
Child Nutrition	School Safety Plans
Compensatory Education	Site Council, School Plan for Student Achievement
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content (for grades nine through twelve)	State Preschool
Economic Impact Aid	Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously; however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Brad Basham, Assistant Superintendent
Human Resources Department
1750 Cirby Way
Roseville, CA 95661
(916) 782-8663
bbasham@rjuhsd.us

John Becker, Executive Director, Student Engagement
Educational Services Department
1750 Cirby Way
Roseville, CA 95661
(916) 782-5979
jbecker@rjuhsd.us

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

Uniform Complaint Procedures (UCP) Annual Notice

Roseville Joint Union High School District

1750 Cirby Way, Roseville, CA 95661

2020-2021 UCP Annual Notice

The Roseville Joint Union High School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Roseville Joint Union High School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health And Safety Issues In LEAs Exempt From Licensing

Pupil Fees

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to *HSC* section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

Contact Information

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Brad Basham, Assistant Superintendent
Human Resources Department
1750 Cirby Way Roseville, CA 95661
(916) 782-8663
bbasham@rjuhsd.us

John Becker, Executive Director
Ed. Services - Student Engagement
1750 Cirby Way Roseville, CA 95661
(916) 782-5979
jbecker@rjuhsd.us

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

Links:

Parent Involvement [Board Policy](#) / [Administrative Regulation](#) 1240

Uniform Complaint Procedures [Board Policy](#) / [Administrative Regulation](#) 1312.3

Immigration Enforcement Response [Board Policy](#) / [Administrative Regulation](#) 5145.13

Suicide Prevention [Board Policy](#) / [Administrative Regulation](#) 5141.52

Non-Discrimination/Harassment [Board Policy](#) / [Administrative Regulation](#) 5145.3

Sexual Harassment [Board Policy](#) / [Administrative Regulation](#) 5145.7

Marital/Pregnant/Parental Student Rights [Board Policy](#) / [Administrative Regulation](#) 5146

CTE and Graduation Requirements [Board Policy](#) / [Administrative Regulation](#) 6146.1

[Athletic Handbook](#)

[Pesticide Notification](#)



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Important Notice

Nondiscrimination in District Programs and Activities

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

All allegation of unlawful discrimination in district program and activities shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation [1312.3 – Uniform Complaint Procedures](#).

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. The Superintendent or designee shall ensure that the District provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

A procedure for processing any complaints in these areas has been established. Information regarding this process may be obtained by contacting the District Title IX/Affirmative Action/Section 504 Compliance Officer/ADA Coordinator who is:

Mr. Brad Basham, Assistant Superintendent, Human Resources
Roseville Joint Union High School District,
1750 Cirby Way, Roseville, CA 95661
(916) 782-8663

Information regarding complaint procedures and appropriate forms may also be obtained from any school office. The procedures specified above are applicable to all such complaints that may be brought by employees, students and members of the general public.

For further information, please refer to [Board Policy 0410](#), Nondiscrimination in District Programs and Activities.