

**North Orange County Regional Occupational Program
EMPLOYEE USE OF TECHNOLOGY
ROP AR 4040**

AR 4040 (a)

Administrative Regulation

All Personnel

Employees are authorized to use the ROP's on-line services and cellular phones in accordance with user obligations and responsibilities specified below.

1. The employee in whose name the workplace on-line service account is issued is responsible for proper use at all times for purposes related to their employment. The privacy of personal account numbers, home addresses and telephone numbers is the sole responsibility of the user.
2. Commercial, political and/or inappropriate use of the system is strictly prohibited. The ROP reserves the right to monitor any on-line communications for improper use.
3. Users shall not use the system to promote unethical practices or any activity prohibited by law or ROP policy.
4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, color, natural origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
6. Vandalism will result in the cancellation of user privileges and may include disciplinary action up to and including termination. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy ROP equipment or materials or the data of any other user.
7. Users shall not read other user's mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
8. Users are encouraged to keep messages brief.
9. Users shall report any security problem or misuse of the network to the Superintendent or designee.

Approved: April 24, 2001

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AR 4040 (b)

Employees are authorized to use cellular phones assigned to them by the ROP in accordance with user obligations and responsibilities specified below.

1. Employees shall use ROP cellular phones for purposes related to their employment with the ROP.
2. Personal use (both incoming and outgoing calls) of all ROP phones is limited to infrequent, incidental and emergency use. A personal call is defined as any call that is not required to accomplish an employee's official business duties.
3. Cellular phones should not be used when a less costly alternative is safe, convenient, and readily available.
4. Attention to safety is of prime consideration when using cellular phones. Employees should not use cellular phones while driving automobiles.
5. Cellular transmissions are not secure and employees should use discretion in relaying confidential information on cellular phones.
6. Supervisors will review cellular phone invoices. Allocation of free minutes is prioritized for ROP official calls.
7. Employees with assigned ROP phones are expected to take appropriate precautions to prevent theft or damage to the unit, including exposure to moisture and extreme temperatures.

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