



PUC Employee Responsible Technology Use Policy

A. Overview

Partnerships to Uplift Communities Lakeview Terrace, Partnerships to Uplift Communities Los Angeles, and Partnerships to Uplift Communities Valley (collectively, “PUC Schools”) provide school staff with information technology resources such as computers, software, networks, Internet access, and E-mail (hereafter “information technology”) to support the educational mission of PUC Schools and to enhance the curriculum and learning opportunities for students and school staff. This Employee Responsible Technology Use Policy and the accompanying guidelines have been developed to ensure that school staff use school information technology in a responsible and legal manner. Adherence to the guidance in this document demonstrates respect for the use of a shared resource, software and intellectual property rights, ownership of information, academic integrity, and system security. An employee's use of school information technology that is contrary to this policy and guidance is prohibited.

As technology systems evolve and change so too must PUC Schools policies adapt and evolve to ensure the continued promotion of student and employee data privacy and safety. PUC Schools is committed to protecting and insulating members of our community from potential criminal activity such as identity theft, data sharing without informed consent, and/or any violation of existing data privacy laws. School districts in California must follow multiple state and federal, including, but not limited to, the Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalEPCA). This document governs the requirements for PUC Schools employees when they utilize ANY device (personal or PUC issued) to access data or information related to PUC students, schools, and employees.

To implement these various state and federal laws, PUC Schools employs a wide variety of security and safety measures. These include the use of vendor tools to block known and harmful websites (e.g. phishing sites, sites with adult or inappropriate content, international sites) that might contain material deemed harmful to students. PUC Schools takes additional measures such as two-step authentication to verify user account access. Additionally, we actively monitor website traffic and restrict access to specific websites that are known to violate state and federal law. We have internal processes in place for the Digital Learning and Information Technology teams to review teacher and staff requests to block (‘red light’) and unblock (‘green light’) access to specific sites and consult with multiple resources in a transparent and documented process.

The PUC Employee Responsible Technology Use Policy also covers the emerging area of Artificial Intelligence (AI) and/or “Chat” services such as ChatGPT. There are multiple emerging AI tools in the marketplace, and currently these systems are proprietary and do not always follow the same rules and laws PUC Schools must follow. As a result, we are moving cautiously into



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supporting structured and guided access for staff to these resources by establishing a framework of guidelines included in this agreement. We are also aware that these services have their own acceptable use policies in place that allow the companies that operate them to collect, harvest, and “own” any pictures or textual data elements uploaded to each. Because of this reality PUC Schools has put in place specific restrictions (e.g. such as uploading to any AI/Chat system any personally identifiable student or staff information such as student names, home addresses, student assessment data or grades, student work (written or visual), student photographs, etc.) to minimize any risk of any violation of student data privacy.

B. Access to Hardware/Devices

Employees are provided with organization/school-provided technology (mobile workstations, tablets, cell phones). As such all technology/infrastructure/accounts are managed and network traffic is inspected/monitored/filtered for suspicious and harmful content. Unauthorized installation of software or hardware modifications is strictly prohibited. Users must not attempt to bypass security features or install unauthorized software. Devices will be issued based on the user's role and job responsibilities. Organization/School-issued technology is required to be used in performance of job duties.

C. Access to Software Systems

Employees are provided with organization/school-provided software systems to complete job duties. There is general access to software system access for communication, collaboration, and daily job duties. Some software system access is also limited depending on the employee's role/job duties.

D. General Responsible Use

Employees are to utilize school information technology only for purposes related to the schools and the performance of their jobs. Incidental or occasional personal use of school information technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users. Any personal use by employees must comply with this Policy and guidance. School information technology shall be used in a manner consistent with PUC Schools's educational mission. Expectations for professional behavior and communication apply to use of school information technology.

E. Specific Prohibited Use

1. Any use that violates any federal, state or local law or regulation
2. Any use to harass, discriminate, threaten, defame, demean, or intimidate
3. Any use involving materials or language that is obscene, pornographic, sexually explicit or sexually suggestive, vulgar or profane
4. Any use for private financial gain, advertising, or solicitation purposes
5. Fund-raising for any non-school sponsored purpose, whether profit or not-for-profit

6. Providing school email addresses or telephone numbers to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes
7. Obtaining confidential information about student or employees for non-school related activities, or sharing confidential information about students or employees for non-school related activities
8. Any communication that represents an employee's personal views as those of PUC Schools or its schools, or that could be misinterpreted as such
9. Opening or forwarding any email attachments from unknown sources
10. Participating in any type of use which would cause congestion of the network or interfere with the work of others
11. Any misuse or disruption of school information technology, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school information technology
12. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over school information technology
13. Accessing or attempting to access unauthorized sites on the Internet
14. Failing to report a breach of school information technology security to the Director of Information Technology or their designee
15. Using school information technology resources after leaving the employment of PUC Schools

F. Additional Guidelines

Professional Conduct

- All employees are responsible for modeling and actively promoting positive digital citizenship.
- Do not generate and distribute content that knowingly misrepresents factual information.
- Employees should refrain from posting anything online, including in any social media platform, content that may be deemed derogatory, defamatory, or disruptive to PUC Schools activities, and student and staff safety.
- Employees should use professional language in all work-related communications including email, social media posts, audio/video recordings, and in any prompts for AI/CHAT and related tools.
- Do not seek out, display, or circulate any material that could be deemed “hate speech, sexually explicit, or violent, or cyberbullying”.
- The use of PUC technology for prohibited illegal, political, or commercial purposes is forbidden.
- Employees should be aware that all methods of communication with parents and students must be “trackable” (e.g. sent through official district email systems). Private SMS messages using personal cell phones should not be used. Employees should be

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aware that if they use their personal cell phones, those personal cell phone records could potentially be subpoenaed in civil and criminal cases.

- Employees will report any instance of any violation of these professional conduct guidelines to school site or PUC Schools leadership in writing and as soon as feasibly possible.

Privacy

- PUC Schools prohibits the sharing of student and staff information outside of PUC Schools, except as permitted in relevant state and federal law..
- Staff are expressly prohibited from uploading, in violation of state or federal law, any personally identifiable information to any Artificial Intelligence or “ChatGPT” type of service. This includes, but is not limited to, any generative AI tools that can generate new content on-demand, such as text, images, video, audio, computer code, etc.
- Only use email accounts approved for use by PUC employees, specifically emails for staff that end in the pucschools.org email domain and pucschools.net for student domains.
- Abide by all federal and state laws, this Responsible Technology Use Policy, and all PUC Schools security protocols and policies.

Academic Integrity/AI/CHAT Tools

- Employees are permitted to use some copyrighted materials in limited and specific ways (Fair Use) e.g. using a paragraph from a novel as part of your instruction or homework packets. But the wholesale use of copyrighted materials not purchased or licensed by PUC Schools is prohibited. Teachers are encouraged to flag any “missing” or needed digital learning content directly to leadership so that needed digital resources can be purchased legally and centrally managed.
- Employees who opt to use select AI/CHAT tools must identify the use of AI tools (any use of AI/CHAT tools must be clearly marked as such. For example, if you use ChatGPT-3, you must cite “ChatGPT-3 (YYYY, Month DD of query). “Text of your query.” Generated using OpenAI (<https://chat.openai.com>).
- You must not use AI/CHAT tools to grade or evaluate student work.
- Students are expressly prohibited from using AI/ChatGPT tools, including high school students aged 18 or older except when a teacher explicitly requires such use as part of an assignment. Materials generated by these tools are known to be inaccurate, incomplete, and otherwise problematic.
- Students may NOT submit work generated from AI/ChatGPT tools accessed independently outside of PUC networks and equipment as their own work. To do so invokes academic dishonesty/plagiarism concerns and will likely trigger PUC academic dishonesty protocols.

G. Legal



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Consequences of Irresponsible Use

Misuse of District devices and networks may result in restricted access or account cancellation. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary up to and including termination. PUC Schools will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

PUC Schools makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or PUC Schools accounts. Users are responsible for any unapproved charges incurred while using PUC Schools devices and/or network. PUC Schools also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of PUC Schools, its affiliates, or its employees.

Instructions:

After having read the above information, sign below and return to your administrator or other designated supervisory personnel.

I have read, understand, and agree to abide by the provisions of the Employee Responsible Use Technology Policy of the Partnership for Uplifting Communities Charter School District (PUC Schools)