

MEMORANDUM OF UNDERSTANDING

Regarding

TASK FORCE ON GUIDELINES ON EMPLOYEE INTERACTION WITH TECHNOLOGY

Purpose. Public schools and society in general are increasingly relying on electronic and technological devices to facilitate communication, learning and the performance of myriad tasks. This proliferation of complex and often costly equipment raises new issues for students, parents, employees and the District. The purpose of this Task Force is to provide thoughtful guidance on recommended District Policies and procedures regarding the use of technology to clearly communicate expectations and to facilitate the implementation of uniform policies throughout the District.

Issues to be Addressed. The Task Force is to consider and submit recommended policies and procedures covering at least the following issues:

1. Under what circumstances are employee's, administrators, students or others responsible for loss theft or damage to District owned/leased technology devices or devices owned or leased by the District, students or their families?
2. What expectations of privacy are there when District employees or students and families are:
 - a. Using District equipment on District property,
 - b. Using District equipment for business or personal purposes on/off District property or during non-working hours.
 - c. Connected to District systems or equipment with District or personally owned devices,
 - d. Using personal equipment or devices on/off District premises but while engaged in work related activities?
3. What devices or technology are employees reasonably expected to provide or maintain access to in conjunction with District employment? This includes things like hard wire or mobile telephones and telephone service, email service and email capability, internet access, text message capability, fax capability, personal computers.
4. What limits should be in place regarding the use of current or future technology to support:
 - a. Safety of District students and employees,
 - b. Security of District facilities, systems, information,
 - c. Enforcing compliance with District Policies and Procedures and Colorado and Federal Laws?
5. What training programs, systems or guidelines should be available to staff and others when new technology is introduced into the workplace? Who is responsible for providing or accessing training in District systems and programs and what guidelines should reasonably govern the providing of training and expectations of proficiency?

Task Force Composition. The District and the CCEA will each appoint 5-7 persons to the Task Force. The parties feel that this task force will be most effective if it includes members able to address the perspectives of the following:

1. District
 - a. Human Resources
 - b. Information Technology
 - c. Staff Development
 - d. Central Administration
 - e. Building Administration
2. Association
 - a. Classroom teachers at each level
 - b. Technology teachers
 - c. Mental Health
 - d. Nurses
3. Other employee groups as needed or requested.

The Task Force may involve others from time to time as needed to provide special knowledge or expertise.

Report and Recommendation. The Task Force will prepare and submit a report addressing the above questions and submit draft language for policies and procedures for consideration by the District and the Association under current policies covering negotiations of the parties involved.

Timeline. The Task Force will commence its work by September 15, 2010 and will submit its recommendations to the Superintendent and the negotiating teams by April 30, 2011. The bargaining teams shall setup a meeting within two (2) weeks of the receipt of the Task Force recommendation.

for the Association

for the District

Date: _____