



**DATE:** November 6, 2024

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** First Read and Proposed Revisions to Board Policy 4040 and Exhibit 4040-E - Employee Use of Technology

**PRESENTED BY:** Edward Hilton, Chief Technology Officer

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### **ACTION REQUESTED**

Review the proposed revisions and provide direction to bring back to the next regular Board Meeting for approval.

### **BACKGROUND INFORMATION**

Policy updated to provide guidance related to the appropriate use of artificial intelligence (AI) by employees. Additionally, policy updated to expand the Governing Board's philosophical statement related to the recognition that technological resources enhance employee performance to include the enrichment of curriculum and the enhancement of student learning. In addition, policy updated to include "software as a service" and "AI apps" in the definition of "district technology," specify the prohibited and permitted uses of technology, and provide for professional development in the appropriate use of technology resources. Policy also updated to (1) add material related to the regular review of current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the districts processes and procedures, and (2) provide that employees may access their mobile or other communications device if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm their safety.

The Exhibit updated to incorporate by reference the accompanying Board policy, BP 4040 - Employee Use of Technology. Additionally, exhibit updated to include that districts may not prevent or restrict access to an employee's mobile or other communications device(s) if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety. In addition, exhibit updated to include internet searches, browsing history, and use of artificial intelligence in the list of district technology that districts may

monitor and record, and expand the list of security problems an employee may become aware of, and is then required to report, to include a cyberattack or phishing.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Edward Hilton, Chief Technology Officer

Attachments: Compared Board Policy and Exhibit