

ARTICLE XXVII - USE OF TECHNOLOGY

- A.** All classroom bargaining unit members shall, in the performance of their professional duties, be expected to maintain the district-adopted computer-based Student Information System (SIS) and electronic gradebook, including the posting of assignments.
1. The District shall provide paid opportunities for training on the District-adopted computer-based student information system and electronic gradebook for bargaining unit members prior to the start of each school year. This training shall include information on the SIS, including documentation process for interventions, how to access student demographic information, how to document parent contract, and how to complete and submit Office Discipline Referrals (ODRs).
 2. For all subsequent computer-based student information systems and electronic gradebook adoptions, SVFT bargaining unit members selected by SVFT shall be included on a committee, named the Technology Adoption Committee, to evaluate and recommend all subsequent computer-based student information systems and electronic gradebook programs. SVFT shall notify the District regarding their committee appointments no later than September 1st of each school year. The committee's analysis shall include the usability of the system or program, the ability of the program to facilitate best practices, cost, support services, the phasing in of upgrades, and the viability of the pilot.
 3. At least once every school year, the District shall convene meetings with the Technology Adoption Committee to evaluate and recommend continued usage of the computer-based student information system and electronic gradebook.
 4. Upon request, all certificated bargaining unit members who share a classroom during the same instructional period shall be provided

with their own desktop computer or the ability to dock their District-assigned portable computing device to a monitor, keyboard, and mouse, whichever is determined to be more feasible.

- B. All bargaining unit members except those working in alternative education programs shall be expected to maintain and post a list of student assignments and assessments on the SIS and update student assignments and assessments at a minimum of every two (2) weeks, excluding student recesses of one (1) week or more.
- C. Bargaining unit members shall be expected to review their District-sponsored e-mail account each workday and use the District-sponsored e-mail account as a communication tool with parents, certificated colleagues, classified staff, and administration. Upon returning from an absence, within two (2) working days, bargaining unit members shall review their district-sponsored e-mail account. Bargaining unit members shall be expected to respond to parent e-mails, when appropriate, within two (2) workdays.
- D. The District shall not terminate a bargaining unit member's District-sponsored email account until five (5) calendar days following the last day the bargaining unit member's calendared, contractual obligations have been met as follows:
 - 1. For bargaining unit members separating contracted employment with the District at the end of a semester, not earlier than one (1) day after student grades are due to be submitted.
 - 2. For bargaining unit members separating contracted employment with the District at any other time, not earlier than 5:00 PM on the last day of contracted employment.
 - 3. The provisions in this section shall not apply when email account access is terminated for disciplinary or security reasons.

E. Artificial Intelligence:

- 1. At no time shall a bargaining unit member be recorded in the workplace by the District with AI transcription devices without prior notification.

2. Bargaining unit members may use AI systems, as appropriate, in keeping with the district-adopted Guidelines for AI in Education, Internet Acceptable Use Policy, Board Policy, and legal requirements for confidentiality of student identifying information and records.

F. Technology Adoption and Software Licensing

1. Any district-wide purchase of software licenses, including AI Systems, designed for instructional purposes, shall be approved by the Technology Adoption Committee or through the curriculum adoption process. This process shall include consultation with the Federation. Software licenses that cost \$20,000 or less shall be exempt from Technology Adoption Committee review and approval.