

## Santa Barbara Unified School District

### Notification of Nonconsensual Access to Electronic Communications Records

For more information, see Board Policy and Administrative Regulation 4040 Employee Use of Technology

#### A. INFORMATION SOUGHT

Name and department/site of Electronic Communications Records holder:

\_\_\_\_\_

Description of the electronic communications records which will be accessed and a detailed explanation of why access is deemed necessary:

#### B. BASIS FOR REQUEST

Provisions under which records will be accessed (check all that apply):

- There are reasonable grounds to believe that the search will discover that the employee has violated the law, a board policy, or has committed other work-related misconduct.
- There is a legitimate work-related reason that doesn't involve a violation of the law or policy or work-related misconduct.

#### C. REQUESTOR NAME, TITLE AND DEPARTMENT/SITE

\_\_\_\_\_

#### D. SIGNATURE OF DISTRICT OFFICIALS

Does legal counsel or Human Resources recommend access?  Yes  No

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of legal counsel or Assistant Superintendent of Human Resources – check appropriate box:

Legal counsel  Assistant Superintendent of Human Resources

Is nonconsensual access authorized?  Yes  No

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Superintendent

If Superintendent is not available, the Chief Educational Technology Officer must authorize access:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chief Educational Technology Officer

Date of conclusion of investigation: \_\_\_\_\_

*This form shall be completed and given to the employee whose electronic communications records were accessed within no more than 30 days after the conclusion of the investigation.*