

Electronic Communication and Device Use Policy for School Employees

On-site staff

Email and Internet usage assigned to an employee are solely for the purpose of conducting school business. Some job responsibilities at the school require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the appropriate person. If you need access to software, not currently on the school computer, talk with your supervisor. No programs or settings on school computers at home or at school shall be deleted or changed. Anti-virus software must be updated regularly. If you have questions about this procedure, ask your supervisor.

Internet Usage at School

Internet use, on work time, is authorized to conduct school business only. Internet use brings the possibility of breaches to the security of confidential school information. Internet use also creates the possibility of contamination via viruses or spyware. Spyware allows unauthorized people, outside the school, potential access to school passwords and other confidential information.

Removing such programs from the school network requires staff to invest time and money. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may school computers or other electronic equipment be used to obtain, view, or reach any pornographic, illegal, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

School Assigned Email Address Usage

School assigned email accounts are to be used for school business only. School confidential information must not be shared outside of the

school, without authorization, at any time. All school related business should be conducted using the school assigned email address.

Forwarding non-business emails to associates, family or friends is prohibited.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to the sexual harassment policy.

Any emails that discriminate against employees or students by virtue of any protected classification including but not limited to race, gender, nationality, religion, are not allowed.

Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

School Owns Employee Email

The school owns any school related electronic communication. Authorized staff has the right to access any material on your electronic device at any time. Electronic communication shall not be private if it is created in the scope of your employment.

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