

Policy Title: STAFF TECHNOLOGY USE, ETHICS, AND INTERNET SAFETY	Policy No.	No. of Pages
	EMP12	3
	Eff. Date	Rev. Date
	1/9/2014	

- I. **PURPOSE:** To establish a policy regarding the use of technology belonging to the Corporation and its Schools.

- II. **POLICY:**
 1. Corporation and School technology is solely for the educational and professional benefit of the students and staff. Commercial use, such as promoting or advertising any business, is strictly prohibited. Political use to promote or solicit for any political cause or organization is likewise strictly prohibited. Use to advertise for charitable purposes or organizations is strictly prohibited unless expressly authorized by the Corporation for a School-approved cause.

 2. Students and staff are required to comply with this policy as a condition of use of Corporation or School technology equipment and systems. Students and parents will be informed of this technology policy through the School. All staff members are expected to be knowledgeable of this policy. Violation of this policy can result in suspension of technology privileges for students and will result in discipline for staff members.

 3. Users shall not use the technology system to engage in any conduct that violates policies and regulations or the law. Examples of prohibited activities include, but are not limited to, soliciting or arranging for sale or the purchase of drugs, alcohol, or weapons, engaging in criminal gang activity, threatening the safety of a person, or harassing another person.

 4. The user of Corporation and School technology understands that electronic mail, files, text messages and/or data on any Corporate/School technology or via internet access is not private and that the Corporation/School administrator has access to all e-mail, files, and other data, including internet logs, and these may be reviewed at any time for appropriate use. The user further understands and consents that the Corporation/School may monitor system access and use, including internet and email, without further notification and that such access may be actively monitored, documented and/or otherwise recorded and reproduced.

5. The posting of personal information about students on official School or Corporation web pages is prohibited except as indicated below. This includes addresses, home telephone numbers, or other contact information, test scores, transcripts, birthdays or any other personally identifiable information. Student names may be posted with prior written permission of the student's parent for limited circumstances, such as giving credit to the creator of student art work. Student photos may be posted on School or Corporation web pages only if written permission has been specifically given by that student's parent for the current academic year.
6. Teacher and other staff names may be posted on all School rosters and may include at-work contact information but shall not include any personal contact information.
7. Even when not entered through Corporation or School technology, or during duty time, staff are warned that social networking (e.g., Facebook, Myspace, texting, etc.) of personal information or information concerning others that is sexual, offensive, or defamatory may be determined to have an adverse effect on the staff member's ability to perform as an employee of the Corporation or School. In the event of such determination, the staff member can be subject to disciplinary action when such action affects the efficient and effective operation of the School or performance of assigned duties and responsibilities.
8. Valid users are responsible for their own individual account and password access and must take all reasonable precautions to prevent others from being able to use their account. Users shall not attempt to gain unauthorized access to the Corporation and/or School technology network or computer system or go beyond their authorized access by entering another person's account password, accessing another person's files, or "hacking" into any/all unauthorized accounts.
9. Users shall not disrupt, or attempt to disrupt the technology system, or destroy data by spreading computer viruses or by any other means. Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings of any Corporation or School equipment.
10. Users shall immediately notify an administrator upon discovery of a possible security problem.
11. Users shall not download or attempt to run or store in a home directory any program files not provided by the Corporation or School. Users shall not attempt to install any software applications regardless of the applicability of the software's license terms. All software is to be tested, installed and configured by a person properly designated as a network

administrator.

12. Users shall not make any attempt to bypass Internet filters, including accessing any form of Proxy website, for any reason even if the intended use is not against policy.
13. Cellular telephones shall not be used for personal use in the workspace (offices, classrooms, common areas, School grounds, etc.) except in emergencies or when the communication cannot be conducted except during work hours. The restrictions on use of cellular telephones by staff members while on duty also apply to the use of other hand-held electronic communication devices, including, but not limited to: pagers, digital assistants, and laptop computers. Necessary calls shall be concise and conducted at such time and in such a manner as to not disrupt co-workers or interfere with assigned duties.
14. School or Corporation issued cellular telephones are only for School and Corporation business use. No personal use is authorized. Billings shall be monitored to verify authorized use.
15. At all times while driving School transportation, equipment rented or leased for School or Corporation purposes, or privately owned vehicles when being used and reimbursed for the conduct of official business, the employee's first responsibility is for the safety of other drivers, passengers, pedestrians and self. Employees must adhere to all federal, state, or local rules and regulations regarding the use of cellular telephones or other electronic devices while driving. Accordingly, employees must not use cellular telephones or other electronic equipment if such conduct is prohibited by law.
16. Employees are required to read and sign the attached disclosure notice concerning technology use.