

## ACCEPTABLE USE OF COMPUTERIZED INFORMATION RESOURCES - EMPLOYEES

### Statement of Policy

This policy applies to All Users, whether full time, part time, or temporary employees, independent consultants and volunteers (hereinafter collectively referred to as "All Users"). Generally it is the policy of the Tech Valley High School (TVHS) Operating Board to allow computer and telephone use for business purposes.

#### 1. General Statement

All computer system networks, business and telephone equipment and other electronic communication systems, and all communications and stored information transmitted, received or contained within the TVHS information systems is TVHS property and is to be used for job-related purposes and educational purposes for student usage. The TVHS may access and monitor such use on a random basis to ensure that such equipment is used for proper purposes. The reasons for this monitoring are many, including cost analysis and management of TVHS gateway to the Internet. Staff should therefore assume such communications are not totally private and should not transmit any confidential data. The existence of a staff member pass code or password does not necessarily mean that messages sent using a password or pass code will be confidential.

TVHS strictly prohibits non-job-related uses of its software and business equipment, including but not limited to copy machines and facsimile devices.

Staff are also prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization.

Each staff is responsible for the content of all text, audio or images that he/she places or sends over the computer and telephone system with its Internet, e-mail and voice mail access. No e-mail or other electronic communications may be sent which hides the identity of the sender, or represents the sender as someone else or someone from another organization. All messages communicated on TVHS computer and telephone system with its Internet, e-mail and voice mail access must contain the staff member's name.

Any messages or information sent by a staff member to another individual outside of TVHS via electronic network (e.g., bulletin board, online services or Internet) are also statements that reflect on TVHS. While some users include personal "disclaimers" in electronic messages, there is still a connection to TVHS, and the statements may be tied to the organization.

#### 2. Acceptable Uses of Organizational Systems

TVHS provided computer and telephone system with its Internet, e-mail and voicemail access is intended for business and educational use. TVHS encourages the use of the computer and telephone system with its Internet, e-mail and voice-mail access, because it makes communication

more efficient and effective. However, the computer and telephone system with its Internet, e-mail and voice-mail access is organizational property, and its purpose is to facilitate the organization's service to its instructors, students, administrators and other users, and to aid TVHS' communications with the public.

Staff are required to use the computer and telephone system with its Internet, e-mail and voice-mail access in a productive professional manner. To ensure that all staff are responsible, the following guidelines have been established for using the computer and telephone system with its Internet, e-mail and voice-mail access.

### 3. Unacceptable Uses of Organizational Systems

#### A. Personal Uses

E-mail networks and voice-mail shall not be used to solicit for outside business ventures, organizational campaigns, and political or religious causes. Any use of such equipment for these types of activities is prohibited. Solicitation of non-organizational business or any use of TVHS computer and telephone system with its Internet, e-mail and voice-mail access for personal gain is prohibited.

#### B. Offensive Content

TVHS computer and telephone system with its Internet, e-mail and voice-mail access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through TVHS computer and telephone system with its Internet, e-mail and voice-mail access. Electronic media may also not be used for any other purpose that is illegal, against organizational policy or contrary to the organization's best interest. In addition, all staff are prohibited from downloading, viewing, transmitting and/or possessing pornographic, profane, sexually explicit, or racially offensive materials with TVHS equipment or systems. As used herein the terms obscene, profane, pornography, sexually, explicit, and racially offensive shall have the meaning given to them by statute, case law or by common usage and understanding in the community.

#### C. Misuse of Intellectual Property

Staff members are also prohibited from accessing, distributing or publishing through the use of TVHS equipment, materials which have been identified as trade secrets or proprietary information of the organization without proper authorization.

#### D. Unauthorized Transmission of Copyright Materials over Organizational Systems

Unauthorized Copyright materials, may not be transmitted to staff over TVHS e-mail/Internet system. All staff obtaining access to other companies' or individuals' materials must respect all copyrights and not copy, retrieve, modify or forward copyright materials, except with permission, or as a single copy to reference only.

#### E. Unauthorized Downloading or Installation of Software

Unauthorized downloading of any software, whether from the Internet or any other source is prohibited. All software downloaded or loaded from a removable media onto a computer must be registered to TVHS, screened with virus detection software and authorized for use on that computer.

#### F. Privacy and Unauthorized Access

The policy is violated when users break into or attempt to break into a file which is identified as a confidential file or otherwise abuse the privilege of computer access.

Similarly, the use of TVHS systems to access information, voice mail or e-mail messages or other communications identified as not intended to be received by the staff member (except otherwise noted in this policy) is prohibited. Access to the organization's computer system from any network terminal or personal computer on the organization's communication network shall only be permitted through connection established and authorized by TVHS. For security reasons no other e-mail and/or Internet connections will be allowed, except as authorized by TVHS.

#### 4. Monitoring

All staff are hereby put on notice that telephone calls and usage patterns for TVHS e-mail/Internet communications and voice-mail system may be monitored. All messages created, sent or retrieved over TVHS e-mail/Internet is the property of the organization and should be considered as being in the public domain.

TVHS reserves the right to access and monitor all messages and files on the organization's E-mail/Internet and voice-mail system. Staff should not assume electronic communications are private and should transmit highly confidential data in other ways. All staff are put on notice that system security features, such as passwords and message delete functions, do not take away the ability to archive any message, at any time, for future viewing. Electronic and voice-mail communications are subject to search without notice.

#### 5. Expenses

No individual staff may use these systems which in any manner results in unauthorized charges or expenses to TVHS.

#### 6. Sanctions

All Users of TVHS computer network and equipment are required to comply with TVHS policy and regulations governing TVHS computer network. Failure to comply with the policy or regulation may result in suspension and/or revocation of computer access privileges as well as discipline up to and including discharge.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. All Users must respect all intellectual and property rights and laws.

7. Disclaimer

TVHS makes no warranties of any kind, neither expressed nor implied, for the electronic communication services it is providing. TVHS will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. TVHS will not be responsible for the accuracy, nature, or quality of information stored on TVHS storage devices; nor for the accuracy, nature, or quality of information gathered through TVHS provided electronic communication services. TVHS will not be responsible for personal property used to access TVHS computers or networks or for TVHS provided Internet access. TVHS will not be responsible for unauthorized financial obligations resulting from TVHS provided access to the Internet.

Further, even though TVHS may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of TVHS policy and regulation.

8. Law

This policy and all its provisions are subordinate to local, state, and federal laws.

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