Acceptable Use Policy for School computers

On-site Staff

Email and Internet usage assigned to an employee's computer 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.

Staff Computers Used at Home

Teachers issued a school computer to use at home will use it for work related tasks only. It is recognized that the job involves much on line research in helping answer parents' questions and searching for specific products for students.

Computers Located at School or Home

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 or Home

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, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email Usage at School or Home

Email is also to be used for school business only. School confidential information must not be shared outside of the school, without authorization, at any time. You are also not to conduct personal business using the school computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste school time and attention.

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

Emails That Discriminate

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

These emails are prohibited at the school. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

School Owns Employee Email

Keep in mind that the school owns any communication sent via email or that is stored on school equipment either at home or at school. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work

Approved: 4/7/09