



## **Early Light Academy Staff Acceptable Use of Internet and Electronic Resources Policy**

### **PURPOSE**

Early Light Academy (the “School”) recognizes the value of computer and other electronic resources to improve student learning and enhance the effectiveness of the School’s administration and operation. To this end, the School has invested substantial fiscal resources in order to establish a network and provide computers and other electronic resources for its employees’ use in fulfilling their responsibilities. School’s Board of Directors (the “Board”) encourages the responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources to promote and achieve the School’s mission and goals. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Additionally, improper use of the School’s electronic resources by employees has the potential to damage the School’s image and to impair its electronic resources, thereby causing financial harm to the School. Therefore, the Board adopts this policy governing employees’ use of electronic resources and requires employees to agree to these terms in order to establish standards and provide guidance to employees. Employees shall not engage in any activity that does not conform to this policy and any additional guidance established by the Board and/or the Director from time to time.

### **POLICY**

#### ***At-Will Employment***

Nothing in this policy is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

#### ***The School’s Rights***

It is the School’s policy to maintain an environment that promotes ethical and responsible conduct in all network activities by staff and students. The School recognizes its legal and moral obligation to protect the well-being of students in its charge and to preserve the integrity of its electronic resources. To this end, the School retains the following rights:

1. All data, files, programs, and materials downloaded with or used, sent, receive, or stored upon the School’s electronic resources are the School’s property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.



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3. The School may remove a user account on the network with or without notice.
4. The School may monitor all of user's activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by this policy or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. To delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. To provide additional policies or guidelines regarding acceptable use of electronic resources.

### **Employees' Responsibilities Regarding Students' Use of Electronic Resources**

Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use to assure that it conforms to the mission and goals of the School and to any acceptable use policy governing students' use of electronic resources. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be provided.

### **User Responsibilities**

Use of the computers and other electronic resources provided by the School is a privilege that offers a wealth of information and resources to assist employees in fulfilling their responsibilities and promoting the School's mission and vision. In order to maintain this privilege, users must agree to comply with all of the provisions of this policy. Users aware of any violation of this policy by any employee should report the violation to the Director. *Violation of these policies is grounds for discipline, up to and including termination.*

### **Acceptable Use**

1. All use of the School's computers and electronic resources, including but not limited to e-mail, network and Internet access, whether inside or outside the School, must be in support of educational, research or professional development objectives consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.



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3. Users must protect the privacy of students, School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must scan all downloaded files with virus detection software before opening.
7. Users must exhibit exemplary behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must use proper precautions to protect computer equipment and other electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources are consistent with the intent of this policy.

### **Unacceptable Use**

1. Excessive use of the School's electronic resources, including not limited to the use of laptop computers inside our outside the School, for personal matters is prohibited.
2. The use of the School's electronic resources in connection with non-School-related social networking sites, including but not limited to Facebook, MySpace, Twitter, etc., is prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Attaching personal equipment to the School's network is prohibited.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or impersonate or misrepresent other users of the School's network.
7. No use of the network shall serve to disrupt the use of the network by others.
8. The School's electronic resources may not be destroyed, modified, or abused in any way.
9. Use of electronic resources in a manner that threatens or impairs the integrity or security of the network is prohibited.
10. Use of the network for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors is prohibited.
11. Downloading or installation of any software, including shareware and freeware, for use on School computers is prohibited without the approval of the principal or network administrator.
12. Use of any software in violation of the applicable license or use agreement is prohibited.
13. Use of the network to access, process, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the School principal) is prohibited.
14. The School's electronic resources may not be used for downloading entertainment software, files or other material not related to the mission and objectives of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-



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- commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
15. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law (Title 17, U.S.C.).
  16. Use of electronic resources for any unlawful purpose is prohibited.
  17. Use of the School's electronic resources to access, process, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images is prohibited.
  18. Use of electronic resources for playing games is prohibited unless it is for instructional purposes or otherwise approved by the School principal.
  19. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
  20. Permitting or granting access to the network, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated, is prohibited.
  21. Using portable data storage devices to transport files, programs or data between the School's computers or network and the user's personal computers is prohibited unless approved by the network administrator or Director.
  22. Establishing connections to live communications, including text, voice or video, is prohibited unless specifically authorized by the network administrator.
  23. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

### **Disclaimer**

1. The School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
  - o The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;



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- Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

### **Privacy**

Use of and access to the School's electronic resources is provided as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this policy.

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*Mia Prazen - ELA Board President*

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*Date*



**Early Light Academy**  
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*Acknowledgement of Receipt and Understanding*

I hereby certify that I have read and fully understand the contents of this policy. Furthermore, I have been given the opportunity to discuss any information contained herein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and the School's policies, rules, regulations and procedures. I acknowledge that the School reserves the right to modify or amend its policies at any time, without prior notice. I acknowledge that these policies do not create any promises or contractual obligations between the School and its employees and that my employment with the School continues to be at will. My signature below certifies my knowledge, acceptance and adherence to the School's policies, rules, regulations and procedures regarding the use of its electronic resources. I acknowledge that violation of any of these policies may be grounds for discipline, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date