



ACCEPTABLE USE POLICY: COMPUTER SYSTEM AND EMAIL FOR EMPLOYEES OF PALISADES CHARTER HIGH SCHOOL

Palisades Charter High School's Acceptable Use Policy is designed to guide our community in the safe, legal, and educationally appropriate use of technology.

Acceptable uses of the Palisades Charter High School computer network or the Internet

PCHS owns the computers and the computer systems used in all PCHS's operations and offices. As such, the computers and computer systems (including the Internet and email) are to be utilized for legitimate school related-business only in the course of an employee's assigned duties. In addition to the system hardware and software, electronic messages are the property of PCHS, whether composed, received or sent by the employee. Consequently, employees do not have a reasonable expectation of privacy with respect to their usage of PCHS computers or computer systems.

PCHS reserves the right to monitor use of PCHS's computer systems, including the e-mail system or the Internet, at any time. Employees should not consider data stored on their PCHS computer, their internet usage or e-mail communications to be private. Employees should be aware that deleted files may be retrieved and read by PCHS. PCHS reserves the right to retrieve, monitor, or review any messages, as well as Internet usage data, in PCHS's systems, and may disclose such messages or data for any purpose without notice to the person sending or receiving the message and without seeking permission of the person. Personal passwords are not an assurance of confidentiality and the Internet itself is not secure.

Any software or other material downloaded into the PCHS's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Questions regarding the deletion of files should be addressed to the IT Coordinator.

E-mail messages reflect directly on PCHS. All such messages should be composed in a professional manner that is similar to messages sent on PCHS letterhead. All email messages and other electronic files constitute business records belonging to PCHS.

Electronic mail is not private and access can be canceled if guidelines are not followed. In addition, PCHS strives to ensure email communication channels are free from mass email blast. In the interest of a positive school climate PCHS encourages direct communication with individuals: copy as few people as necessary on an email and refrain from using 'reply all'.

Use of PCHS computers and computer systems (including the Internet and e-mail) is subject to PCHS policy which prohibits the harassment of employees or using any inappropriate or offensive language. Uphold PCHS's value of respect for the individual and avoid making defamatory statements about PCHS

students, employees, stakeholders, partners, affiliates and others. Use appropriate, respectful language. Remember that you are a representative of Palisades Charter High School.

Do not disclose any information that is confidential or proprietary to PCHS or to any third party that has disclosed information to PCHS. Consult PCHS's Confidentiality Policy for guidance about what constitutes confidential information.

Only authorized employees may communicate on the Internet on behalf of PCHS. Employees may not express opinions or personal views that could be misconstrued as being those of PCHS.

Any violation of this policy may result in disciplinary action as delineated in the PCHS Employee Handbook and any applicable collective bargaining agreement language. Palisades Charter High School reserves the right to take immediate action regarding activities that create security and/or safety issues for Palisades Charter High School, students, employees, schools, network, or computer resources, or other activities as determined by Palisades Charter High School as inappropriate.

I HAVE READ AND UNDERSTAND, AND AGREE TO ABIDE THE PROVISIONS OF THE ACCEPTABLE USE POLICY FOR PALISADES CHARTER HIGH SCHOOL

Signature

Printed Name

Date