



## **TECHNOLOGY USAGE POLICY**

These policies apply to the use of all computers inside and outside the school premises and staff members are expected to follow all of these policies when using Challenge Preparatory Charter Schools' computers. These policies apply to both laptop and desktop computers that are property of Challenge Charter Schools.

Challenge Charter Schools allows staff to use the school's computers inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The school's computers are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the school's computers for limited personal purposes subject to this policy. Staff members shall exercise appropriate professional judgment and common sense when using the school's computers.

All computers and related equipment and accessories are school property and are provided to staff members for a period of time as deemed appropriate by the school's administration. As a condition of their use of the school's computers, staff members must comply with and agree to all of the following:

- Prior to being issued one of the school's computers, staff members will sign the Technology Acceptance Form and agree to all outlined policies.
- Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support. This includes installing software, modifying the operating system or installed applications, adding additional hardware or moving computer systems from their assigned locations.
- Staff members are expected to protect school computers from damage and theft.
- Each staff member is monetarily responsible for any hardware damage that occurs off school premises and/or software damage (including labor costs).
- Staff members will not be held responsible for computer problems resulting from regular school related use; however, staff members will be held personally responsible for any problems caused by their negligence as deemed by the school's administration.
- Staff members will provide access to any computer, equipment, and/or accessories they have been assigned upon the school's request.

### **General Computer Use Rules**

If a staff member has important data on the computer, such as grades, tests or exams, s/he must back it up on the network folder as a safety precaution against hard drive failure.

The staff member will not place drinks or food in close proximity to the computer.

In the case of laptops:

- Extreme temperatures or sudden changes in temperature can damage a laptop. Staff members will NOT leave a laptop in an unattended vehicle.
- When using the laptop, it will be kept on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
- The laptop will ALWAYS be plugged into the supplied surge protector when it is plugged in or charging.
- Since the laptop's keyboard and touchpad are permanently attached to the rest of the system, hands must be clean of lotion, dirt and dust before using them.
- A staff member will be held personally responsible for any school laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member.

### **Computer and Email Use**

Computers, computer files, the email system, and software furnished to employees are Challenge Preparatory Charter School property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Challenge Charter Schools strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Challenge Charter Schools prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Challenge Charter Schools purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Challenge Charter Schools does not have the right to reproduce such software for use on more than one computer, except as expressly provided in the license or purchase agreement.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Challenge Charter Schools prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **Internet Usage**

Internet access to global electronic information resources on the World Wide Web is provided by Challenge Charter Schools to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Challenge Charter Schools and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Challenge Charter Schools. As such, Challenge Charter Schools reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

The deliberate alteration of system files or accessing any restricted files of Challenge Preparatory Charter School is prohibited as is the use of Challenge Charter Schools' computer resources to create or propagate computer viruses, cause damage to Challenge Preparatory Charter School computer files or to disrupt computer services.

Abuse of the Internet access provided by Challenge Charter Schools in violation of law or Challenge Charter Schools policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information

outside of the organization

- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communication systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities



**TECHNOLOGY POLICY ACCEPTANCE FORM**

I understand that all computers, equipment, and/or accessories the school has provided to me are the property of Challenge Charter Schools. I agree to all of the terms in the school's Technology Usage Policy.

I understand that all technology, equipment, and/or accessories the school has provided me must be returned to Challenge Charter Schools upon the end of my employment.

I understand that I have no right of personal privacy in any matter stored in, created, or received or sent over Challenge Charter Schools computers, internet, or email system.

If receiving a laptop computer, I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the school. I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the school.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the school's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action.

If abuse of this policy is discovered, I understand the matter will be directed to my direct supervisor for action.

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

EQUIPMENT ASSIGNED

Laptop/Desktop Model: \_\_\_\_\_ Condition: \_\_\_\_\_

Laptop/Desktop Serial No.: \_\_\_\_\_

Additional Accessories Provided (list here):

---

---

Notes regarding equipment condition at time of loan:

---

---