Technology Use Policy

USE OF INTERNET, EMAIL, COMPUTERS, VOICEMAIL AND OTHER ELECTRONIC SYSTEMS

I. PURPOSE

The purpose of this policy is to administer employee use of Nextide Academy's technology systems.

II. POLICY STATEMENT

Email, cell phone, voicemail and Internet access are given to employees of Nextide Academy explicitly for educational and business communications and information. Therefore, the content of all messages, documents and files transferred via Nextide Academy's email system, cell phone system, voicemail system and the content of Web pages accessed over the Internet should be directly related to the business of Nextide Academy.

III. EMAIL SYSTEM

The primary purpose of the email system is to facilitate timely communications with Nextide Academy staff, students, families and other business associates of Nextide Academy. All aspects of the email system, including software, passwords and the contents of the email messages themselves are the property of Nextide Academy. All data files, email messages and other information contained in the system belong to Nextide Academy. It is considered property of Nextide Academy if the work produced using the systems belongs to Nextide Academy.

IV. NEXTIDE ACADEMY'S PROPERTY

All work product, whether on paper, voicemail or electronic, is the property of Nextide Academy and constitutes business and educational records of Nextide Academy. These records may be audited by government agencies, subpoenaed into court or disclosed pursuant to state or federal law, and should reflect the professionalism of Nextide Academy and the employee.

V. ACCESS AND MONITORING

Nextide Academy has the right to access each employee's computer, computer files, disks and to intercept, monitor and review all email messages which are received by or distributed from any Nextide Academy-owned computer or in accordance with Nextide Academy Policy 3.3 Personal Computer Use for School Business. Email messages that have been deleted from workstation computers may remain on back-up systems in the custody of Nextide Academy. Email and other electronic documents may be subpoenaed or requested for disclosure pursuant to state and/or federal law just like paper documents.

Improper use of the email system, including the use of profanity, vulgarity and off-color comments, or the receipt, distribution or duplication of any document which contains materials considered offensive or harassing, is not permitted by Nextide Academy policy. Care should be taken that the quality of all email correspondence meets the same professional standards as other written correspondence. Format, spelling and conciseness are just as important with email as other forms of communication.

VI. ANTI-HARASSMENT AND INAPPROPRIATE USE

Voicemail and email messages or computer "downloading" containing foul, offensive language, sexual content, racial, ethnic, religious or other discriminatory slurs are prohibited. Employees may not use the computer or other communication systems to solicit or proselytize for religious, charitable, commercial or political purposes.

VII. LICENSED SOFTWARE

A. Only legally licensed software may be used on the systems. Nextide Academy does not own all software or its related documentation, and, unless authorized by the software vendor or developer, does not have the right to reproduce either the software or its documentation.

B. All software must be used in accordance with the software license agreement. Employees must not make, acquire or use unauthorized copies of computer software in connection with their employment or their use of Nextide Academy systems, including Nextide Academy files and data.

VIII. INTERNET ACCESS

The purpose of the Internet is to access information directly related to the business of Nextide Academy. In compliance with the law, Nextide Academy may install software which limits or disallows access to Web sites which are deemed inappropriate and/or unrelated to Nextide Academy business. In addition, Nextide Academy may install software which tracks each employee's activity on the Internet and maintain this log for

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

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be tested for viruses; all compressed files are to be checked before and after decompression. Improper use of the Internet, including accessing sites for non-business or non-educational (personal) purposes; accessing sites which use profanity, vulgarity and off-color language; or accessing sites which contain materials considered offensive or harassing, is not permitted.

IX. PERSONAL USE EXCEPTIONS MAY BE GRANTED

Personal use of email or the Internet is commonly not allowed. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to Nextide Academy or otherwise violate this policy.

X. SECURITY

The computer and network systems - and the data on those systems - are critical to the conduct of Nextide Academy business. Security of those systems and data is a responsibility of all employees. Therefore,

employees should not disclose anyone's password (including their own) or enable unauthorized third parties to have access to or use the system, or in any way jeopardize the security of the systems. Employees should notify their supervisor upon observing or learning of any violation of this policy.