



**Brighten Academy Charter School**  
**Employee Technology Acceptable Use Policy and Ethics Agreement**

We are very pleased to bring this access to our school and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence at Brighten Academy by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Brighten Academy's technology committee has taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

***1.1 Computer Software (Unauthorized Copying)***

BACS does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000 and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support, and no information about product updates.

1. BACS licenses the use of computer software from a variety of outside companies. BACS does not own this software or its related documentation and, unless authorized by the software manufacturer does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines BACS employees shall use the software only in accordance with the software publisher's license agreement.
3. BACS employees learning of any misuse of software or related documentation within the company must notify their supervisor or BACS legal counsel immediately.

4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. BACS employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

5. If you have software that you would like to install on your classroom computers or laptop you must submit the request in writing to the Information Technology department. You may not install any software yourself.

### ***1.2 Telephone, Computer, Electronic Mail, and Voice Mail Usage Policy***

BACS makes every effort to provide the best available technology to those performing services for BACS. In this regard, BACS has installed at substantial expense, equipment such as telephones, computers, Interactive boards, projectors, electronic mail, and voice mail. This policy is to advise those who use our business equipment to access and share of computer-stored information, voice mail messages and electronic mail messages created.

This policy also sets forth policies on the proper use of the telephone, computer, voice mail, and electronic mail systems provided by BACS. BACS property, including telephones, computers, electronic mail and voice mail, should only be used for conducting company business. Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

BACS provides certain codes to restrict access to computers, voice mail, and electronic mail. To protect these systems against external parties or entities from obtaining unauthorized access; employees should understand that these systems are intended for business use, computer information, voice mail, and electronic mail messages are to be considered as company records.

It is strictly prohibited to share any password/code used for BACS system and devices. Individual's laptop and Wi-Fi credentials are not to be shared with other staff member, student, or parent.

BACS also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, BACS must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. BACS reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems. Employees should not assume that such messages are private and

confidential, that BACS and its designated representatives will not have a need to access and review this information. Individuals using BACS's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner will be private.

BACS has the right to, but does not regularly monitor voice mail or electronic mail messages. BACS will however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior. The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose may be disclosed by BACS if necessary within or outside of BACS. Given BACS's right to retrieve and read any electronic mail messages such messages should be treated as confidential by other employees and accessed only by the intended recipient.

BACS's Board will review any request for access to the contents of an individual's computer, voicemail, or electronic mail prior to access being made without the individual's consent. Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Email is the primary mode of communication for the school and for parents. Team Members are expected to check email daily and respond to email requests in a timely manner (Monday – Friday). Please use your BACS email or other **approved** private teacher site to communicate with students and parents.

### ***1.3 Telephone Use***

When at work and on duty, telephones are to be used for school/job-related purposes and for personal emergencies use only. Personal emergencies are interpreted as critical quality of life activities. For example, communicating with physicians medical labs regarding health advisement issues, lab tests; relating to yourself or a member of your immediate family. To avoid misunderstandings regarding personal emergency calls it is advisable to alert your supervisor regarding any special circumstances that may require personal use of business/cell phones unless speaking directly to a parent.

Cellular phones should only be used during planning periods or at times when students are not present. Please note: Cellular phones should be kept on vibrate or silent at all times.

### ***1.4 Property/Computer Distribution and Use Policy***

All BACS' property issued to you including all documents, records, data, notebooks, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, donor choose items, other documents or property, or reproductions of any aforementioned items, computer equipment, keys, petty cash, and all other property belonging to school must be returned to BACS at the time of your exit.

See Donor Choose policies at <https://help.donorschoose.org/hc/en-us/articles/203139017-DonorsChoose-org-Materials-Ownership-Policy>

You may be held responsible for any lost or damaged items.

### ***1.5 Technology***

- All employees are responsible for appropriate technology use of the school's computing network services and resources for the sole purpose related to their employment. This use is a privilege that can be revoked and sanctioned at any time.
- All employees should know that computer files, data, email and voice mail are not private and are subject to monitoring to insure the security and integrity of the system.
- Employees should obey the school's computing and technology policies and regulations. Failure to do so will cause disciplinary action, revocation of the user account, and legal action as appropriate.
- The school's administrative team will provide to all employees using the network copies of related policies, regulation and school guidelines.
- Employees are responsible and accountable for receiving scheduled training and staff development.
- Employees should keep personal account numbers, home addresses and phone numbers private.
- Employees will use the system only under the account provided through the school.
- Employees will not use the system for personal gain, advertisement, political, and commercial use.
- Employees will follow copyright law and will not engage in unethical practices forbidden by the school or the law. Copyright material may be downloaded for personal use only in accordance with copyright law.
- Employees will not use the system to transmit obscene, threatening, disruptive or sexually explicit material.
- Transmission of dangerous information that can cause bodily harm, harassment and defamation is strictly prohibited.
- Vandalism including uploading, downloading, creating computer viruses, and malicious attempts to destroy or disrupt school equipment, data, or any other user; will result in the cancellation of user privilege. School disciplinary action and legal prosecution will be enforced.
- Employees will not read other user's email, files, or interfere with other user's ability to transmit and receive email. Employees will not try to delete, copy, modify, or forge other user's mail, data, or files.
- All employees will report any breach of security or abuse of the network to the appropriate staff.

### ***1.6 Ethics Statement***

- Employees will only use the network and services for the purpose of BACS employment.
- Authorized functions will include: log on identification, password, workstation identification, user identification, and file's protection procedures.
- Employees will not disclose sensitive and security information related to the system and will not release or share unauthorized and personal information about others or themselves over the system.
- Employees are responsible to know the policies related to the ethical use of e-mail
- Employees agree to follow all laws; policies and procedures related to security, copyright, privacy, licensing, and computer ethics rules as described under the school guidelines.
- Any policy violation with the terms of this agreement is the employee's responsibility to report through appropriate channels.
- Employees understand the terms of this agreement and accept responsibility for following the school's ethics code for technology use. Furthermore, employees who should violate this agreement will be subject to disciplinary action and possibly legal prosecution.
- Students must be supervised when searching the web. The only sites that students' may be allowed to browse are educationally based sites only. All other sites are prohibited. Teachers are responsible for monitoring students' Internet access at all times.

### ***2.1 Policies and Procedures in the event of Lost /Stolen or Damaged Computer Equipment***

- The purpose of this document is to establish policy and set procedures to follow in the event of lost, stolen, or damaged BACS equipment.
- Each BACS teacher/guardian is responsible for all technology assigned to their classroom. The objectives of this document are 1) to insure appropriate classroom management and accountability for the school's assets 2) to establish the procedural steps for teacher/guardian of BACS equipment to follow in the event of lost, stolen, or damaged computer equipment.

### ***2.2. Lost or Stolen***

- Should loss or theft of computer equipment or any technology device occur the teacher/guardian of the asset should notify their immediate supervisor of the incident. The teacher/guardian must also report the incident immediately to the Information Technology department.
- The Information Technology department will work with the teacher/guardian regarding the process of replacing computer equipment if the item is not recoverable. If the lost or stolen asset is leased the Information Technology department will also inform the leasing company.

- In the event of lost or stolen equipment while off-campus, it is the responsibility of the teacher/guardian to either replace or reimburse the school.

### ***2.3 Damage***

- If computer equipment is damaged it should be reported immediately to the Information Technology department. The teacher/guardian of the equipment may be charged for the repair if the damage is not covered under warranty. If a system was damaged beyond repair the fair market value of the machine, as determined by the school's Principal and or Assistant Principal will be charged to the teacher/guardian.

### ***2.4 Negligence***

- In cases of negligence the school will seek reimbursement from the teacher/guardian to cover the cost of repair or replacement (cost of new machine).
- If a student breaks BACS's assets the teacher/guardian must follow all procedures, but the student will be responsible for repairs or replacement. If students breaking BACS equipment becomes a repeated problem under the same teacher/guardian's supervision the teacher/guardian may be held accountable for repairs and replacement.
- If the computer was lost, stolen, or damaged while the teacher/guardian was traveling the teacher/guardian should immediately make a report to the local authorities, obtain a police report, and follow steps of a lost or stolen piece of equipment.
- Staff members who have lost keys and keycards will be subject to a \$20.00 fine.

### ***3.1 Personal Devices***

- Upon signing this agreement, each individual must submit their device to the technology committee to be granted wireless access.
- Laptop computers and other devices must have up to date virus protection installed by the owner of the computer.
- The wireless access is provided for the convenience of the faculty and staff members only.
- NO STUDENTS may use the device while it is connected to the BACS wireless network.
- Children of faculty/staff or board members MAY NOT use the wireless network to connect to the Internet while using the device and should not be given the password.
- Any illegal or unethical activities are strictly forbidden and should such activity occur, BACS will not be held responsible.
- Accessing inappropriate material is strictly forbidden and again BACS will not be held responsible for such action.
- User must submit to occasional software inspection on all laptops or devices connecting to the wireless network.

- Should any user require access to files stored on BACS’s internal network server (ex: Files stored in the public folder, personal files stored in My Documents on the desktop computers and files stored in the Student/Teacher folder) additional changes may need to be made at the owner’s expense.
- Failure to abide by these guidelines will result in termination of access to the wireless network.

By signing this agreement, you are agreeing to the above guidelines (Pages 1 – 7) and any other decisions made by the technology committee regarding the wireless network. I understand that the use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible disciplinary actions up to and including termination. Each student who receives access will participate in a discussion with a Brighten Academy faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

**Signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_