

# **The Center for Creativity, Innovation and Discovery**

## **Employee Computer Use Policy and Agreement**

### **SECTION ONE**

#### **PURPOSE**

A. To better serve our students and to provide our teachers and other employees with the tools necessary and appropriate for their jobs, The Center for Creativity, Innovation and Discovery, (CCID) makes available to our workforce access to electronic media and services including computers, e-mail, telephones, voicemail, fax machines, a central computer network, online services, internet, etc.

B. CCID encourages the use of these media and associated services for the support of lesson preparation, communication, curricular development, and professional development. All electronic media and services provided by CCID are the school's property, and their purpose is to facilitate and support the school's operations. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all employees are responsible in their use of computers and other electronic devices, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, this policy designed to articulate CCID philosophy and set forth general principles when using electronic media and services.

### **SECTION TWO**

#### **PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in any purpose that is illegal or contrary to CCID policy or business interests.

### **SECTION THREE**

#### **PERSONAL USE**

The computers, electronic media, and services provided by CCID are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media for personal, non-business, or non-professional purposes is permissible and acceptable, but all such use should not interfere with the primary purpose of computers, electronic media, and provided services. Employees are expected to demonstrate responsibility and professionalism in their use of technology.

## **SECTION FOUR**

### **ACCESS TO EMPLOYEE COMMUNICATIONS**

A. Generally, CCID does not review electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, bulletin board system access, and similar electronic media. However, the following exceptions should be noted:

CCID does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

- Cost analysis;
- Resource allocation;
- Optimum technical management of information resources; and
- Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

B. CCID reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this computer use policy, and other CCID policies.

C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

## **SECTION FIVE**

### **SOFTWARE**

To prevent computer viruses from being transmitted through the company's computer system, downloading of any software on CCID computers is strictly prohibited, except as allowed by the Director of Educational Technology. Only software registered through CCID or approved by CCID for use may be downloaded. Employees should contact the network administrator if they have any questions concerning specific software.

## **SECTION SIX**

### **SECURITY/APPROPRIATE USE**

A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the school administration, employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties, except by those authorized by the school administration for purposes outlined in section four of this Agreement;
- "Hacking" or obtaining access to systems or accounts they are not authorized to use;

- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.
- Using the network for product advertisement or political lobbying .

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by law or the copyright owner.

E. Employees should not save Social Security numbers, credit card numbers, financial accounts, driver's license information, and ID numbers on any computer provided by CCID, for reasons of security and privacy. The school is not responsible for the distribution or loss of such information by employees who disregard this recommendation.

## **SECTION SEVEN EMPLOYEE'S LIABILITY**

Employees are liable for the CCID equipment (including computers) assigned to them or that they take off school campus. Employees will be financially responsible to replace or repair equipment that is stolen, lost, or damaged while in employee's care. In particular, employees are responsible for damage under the following circumstances:

- If damage to CCID equipment is caused by a third party to whom the Employee permitted access to or use of equipment, then employee shall be fully financially responsible for repair or replacement;
- If damage to CCID equipment is caused by Employee's gross negligence or malicious conduct, then Employee shall be fully financially responsible for repair or replacement.

Employees are not financially responsible to replace or repair equipment under the following circumstances:

- Damage occurs because of normal wear or from appropriate use during the regular tasks associated with Employee's job;
- Damage or loss is caused by negligence on the part of CCID;
- Damage or loss occurs from events outside Employee's control;
- In event of theft by a third party outside Employee's control, Employee shall replace equipment with any awarded insurance claim.

Cost for replacement or repair will be equal to a reasonable bid from a reputable third party. CCID will arrange and pay for replacement or repair, and Employee will

reimburse CCID according to Employee’s responsibility outlined in this Agreement. Reimbursement can be in one lump sum within 30 days of repair or replacement, or by payroll deduction of equal amounts spread over six payroll dates, or the number of remaining payroll dates in the school year, whichever is less, that equal Employee’s full financial responsibility according to this Agreement.

**SECTION EIGHT**  
PARTICIPATION IN ONLINE FORUMS

A. Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to CCID.

B. CCID recognizes that participation in some fora might be important to the performance of an employee's job. For instance, an employee might find a helpful idea for academic lessons by consulting members of professional groups or associations. Employee participation in such fora should always reflect positively on CCID.

**SECTION NINE**  
VIOLATIONS

Any employee who abuses the privilege of access to computers, e-mail, or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

**SECTION TEN**  
EMPLOYEE AGREEMENT ON USE OF COMPUTERS, E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the CCID’s computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action, and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of CCID to parents, students, the educational community, our customers, competitors and suppliers, and that I have a responsibility to maintain a positive representation of the school. Furthermore, I understand that this policy can be amended at any time.

\_\_\_\_\_ [Signature of employee] \_\_\_\_\_ [Date]

\_\_\_\_\_ [Employee’s name printed] \_\_\_\_\_ [Computer number]

\_\_\_\_\_ [CCID Representative’s Signature]