

## **Computer Use Policy**

Young Scholars Charter School's investment in information technology is intended to facilitate learning and communication among and between YSCS personnel and other parties involved in the conduct of YSCS's business. This powerful technology creates both opportunities and risks. It is the responsibility of each employee to ensure that this technology is used prudently and properly, in a manner consistent with the following policies and procedures.

### *Email*

Email is a fast and efficient way for YSCS employees to communicate with each other, so long as it is used properly. Although email is designed for business purposes, YSCS recognizes that some personal use of email may occur. These non-business uses should be kept to a minimum and not interfere with business activities. Please keep in mind that our policies on Equal Employment Opportunity and Preventing Harassment apply to email communications. In particular, and by way of example only, you should neither send nor forward any emails which are sexual or suggestive or which stereotype, disparage or otherwise make fun of any protected group. Any email sent on a Young Scholars Charter School computer or through school email account is subject to review.

### *Internet*

Generally speaking, employees may access the Internet through the Young Scholars Charter School's network or using school-provided equipment solely for the purpose of teaching or conducting business for the school. However, the school's network and/or equipment may be used for non-business purposes if such non-business use is kept to a minimum (for example, quickly checking the weather, the news or the stock market) and such non-business use does not interfere in any way with school activities or otherwise violate this policy. The non-business use cannot be for political, romantic or for-profit or other commercial purposes. Employees shall not view, download, copy, send, post or access information that is illegal, obscene or otherwise inconsistent with YSCS'S policies on Equal Employment Opportunity and Preventing Harassment (e.g., sexual images, sexist comments, racist messages, ethnic slurs, religious slurs). At all times, employees must follow all applicable laws, regulations and policies when accessing the Internet, including copyright, trademark and other licensing and fair use restrictions.

### *Blogging*

Use of a blog, Twitter, or posting of content on Wikipedia or a social networking site (e.g. Facebook, etc.) should be kept to a minimum during working hours, consistent with the Internet section above, while on YSCS premises or by using the YSCS network. If you choose to create or use a blog – regardless of whether or not it is during working hours, on YSCS premises or by use of the YSCS network – you still need to be careful with what you say and ensure you do not violate FERPA. Specifically, you must avoid any blogging about students (which may also violate privacy laws, as provided in the Confidentiality section above) and any blogging which would violate YSCS's policies on Equal Employment Opportunity and Preventing Harassment.

**No Expectation of Privacy**

Employees have no right to privacy with respect to their use of YSCS computer systems, including use of the Internet and email communications involving the school's Internet server. Employees consent to YSCS's monitoring, accessing, searching, blocking, copying, deleting, reviewing and disclosing of their Internet searches and communications, both in real time and after the fact.

**Violations**

A violation of this Computer Use Policy is a breach of YSCS's standards of conduct. A person who acts inconsistently with this policy is subject to disciplinary action ranging from revocation of access to the Internet up to and including termination of employment. In some circumstances the person may also be subject to potential civil and/or criminal penalties.

Employees who believe that this policy has been or is being violated should immediately notify YSCS's Co-Principals.