



<p>Board Policy: 1.17</p>	<p>Employee Use of Computers, the Internet and Electronic Communications</p>
<p>Revision No: 02 Review Schedule: Annually – Board of Directors</p>	<p>Document Number: 1.17 Adopted: 05/16/18 Date Last Revised: 05/16/18</p>

1.17 Employee Use of Computers, the Internet and Electronic Communications Policy

1. PURPOSE

The purpose of the Employee Use of Computers, the Internet and Electronic Communications Policy is to establish employee guidelines for acceptable use of computers, the internet, and electronic communications.

2. SCOPE

This policy applies to all Stargate School employees and any individual with a Stargate eMail address, excluding Students covered by [District Policy 5035, STUDENT USE OF DISTRICT TECHNOLOGY AND THE INTERNET](#).

3. POLICY

- 1.0 Stargate School supports the use of the Internet and electronic communications by all employees to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.
- 2.0 The Internet is a fluid environment in which information is constantly changing. Stargate School will make every reasonable effort to ensure that this educational resource is used appropriately and responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills needed to evaluate and choose information sources, to identify information appropriate to their age and developmental levels, create effective and appropriate information, and to evaluate and use information to meet their educational goals.
- 3.0 Employees shall take responsibility for their own use of Stargate School computers and computer systems. Employees shall use Stargate School computers and computer systems in a responsible, efficient, ethical and legal manner. Employees are responsible for exercising good judgment when utilizing Stargate School resources and should be wary of unknown email solicitations, pop-up boxes or writing anything in an email message that is inappropriate to say to others face-to-face.
- 4.0 Employee Use is a Privilege. Use of Stargate School computers, the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Employee use of Stargate School computers, the Internet and electronic communications is a privilege, not a right. Violations of this policy will not be tolerated.



- Stargate School may deny, revoke or suspend access to Stargate School technology or close accounts at any time and without notice.
- 5.0 No Expectation of Privacy. Stargate School computers and computer systems are owned by Stargate School and are intended for educational purposes and Stargate School business at all times. Employees shall have no expectation of privacy when using Stargate School computers, the Internet or electronic communications. Stargate School reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, all usage of Stargate School computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through Stargate School computers and computer systems shall remain the property of Stargate School. Electronic messages sent or received by the Board, Stargate School's employees or students, including electronic mail on Stargate School-owned equipment, as well as other documents generated through use of Stargate School's system may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.
- 6.0 Accounts and Passwords. Employees are expected to protect personal login and password information, and should not share access with anyone, including a co-worker, student, parents/guardian or volunteer. When necessary to conduct the business affairs of Stargate School, Administrators or designee may grant permission to share access. Employees may be directed to disclose login and password information by a supervisor.
- 7.0 Prohibited Uses. Because technology and methods of using technology are constantly evolving, every unacceptable use of Stargate School computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.
- 7.1 No employee shall access, create, transmit, retransmit or forward material or information that:
- 7.1.1 Promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- 7.1.2 Contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, or material that is harmful to minors.
- 7.1.3 Harasses, bullies, intimidates, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity, disability, or any other status protected by state or local law.
- 7.1.4 Plagiarizes the work of another.
- 7.1.5 Uses inappropriate or profane language or depictions.
- 7.1.6 Is knowingly false.
- 7.1.7 Violates any federal or state law, including but not limited to copyright or material that contains personal information, including information protected by confidentiality laws.
- 7.1.8 Impersonates another person.
- 7.1.9 Is intended to solicit, proselytize, advocate, or communicate the views of a non- school sponsored organization.
- 7.2 The following activities are also prohibited:



- 7.2.1 Using information systems or resources for personal gain or outside the scope of employment.
- 7.2.2 Attempting to gain unauthorized access to any other computer, network or security account including attempts to log in as a system administrator.
- 7.2.3 Any malicious attempt to harm or destroy Stargate School data, data of another user, or other Stargate School computing facilities.
- 7.2.4 Using or attempting to use proxy servers, or otherwise evade, disable, or "crack" passwords or other security provisions of the systems on the network or intercepting or altering network packets.
- 7.2.5 Downloading, installing, storing or using malicious software, viruses, "cracking," and keystroke monitoring software.
- 7.2.6 Intentionally interfering with or disrupting another information technology user's work as well as the proper function of information processing and network services or equipment.
- 7.2.7 Leaving an active system unattended, thereby allowing an unauthorized person to gain access to Stargate School resources through the user's login session.
- 7.2.8 Using a computer for unlawful purposes.
- 7.2.9 Altering technology equipment (hardware or software) without permission from the I.T. department.
- 7.2.10 Taking home technology equipment (hardware or software) without permission of the employee's supervisor or designee.
- 8.0 Electronic Communications. Stargate School may provide electronic communication services for employees. Stargate School reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all electronic communication content composed, sent over, by, or through Stargate School computers or computer systems or with a Stargate School-provided account, even if composed and sent during non-work/school hours or from a non-Stargate School site, and to disclose the information to law enforcement or other third parties, as appropriate.
- 8.1 Employees shall use Stargate School-provided electronic communications accounts and not personal accounts when acting in the course and scope of employment and conducting business on behalf of Stargate School.
- 8.2 Employees are permitted to affix a signature block to email messages that contains name, job title and departmental information and contact information.
- 8.3 Stargate School may hard code confidentiality disclaimer footer block in email messages attached here in Exhibit A.
- 9.0 Security. Security and integrity of Stargate School computer systems and information is a high priority and requires participation of all employees. Employees who identify a security problem while using the Internet or electronic communications should immediately notify IT Support at Support@stargateschool.org and avoid demonstrating the problem to other users. Student or employee information stored in electronic format shall not be taken home on a laptop or transferred to an external device for home or outside use unless Stargate School data security and encryption procedures are followed.



- 9.1 To protect hardware, software, and information, employees must follow security procedures and standards created by Stargate School's Information Technology Department when working at home or an alternative workplace.
- 10.0 Confidentiality. Employees shall only access, receive, transmit or retransmit material regarding students, parents or Stargate School employees that is protected by confidentiality laws in accordance with law and Stargate School Policy. Employees shall handle all employee, student and Stargate School records in accordance with Adams 12 Policies [8300 RECORDS MANAGEMENT](#), [5300 STUDENT SCHOOL RECORDS](#), and [1800 PUBLIC RECORDS REQUESTS](#).
- 11.0 Unauthorized Software. Employees are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.
- 12.0 Social, Collaborative, Interactive, and Responsive Technologies. Stargate School supports the use of technologies such as blogs, wikis, podcasts, and online photo management software for educational purposes and communicating with the community. These technologies are considered an extension of the classroom and are approved for use to convey information about Stargate School services; promote and raise awareness of Stargate School; and communicate with employees, students, and community members Use of Stargate School electronic communication resources to participate in activities including, but not limited to, news groups, wikis, blog discussions, and social networking must be for bona fide educational purposes only.
- 12.1 Stargate School also acknowledges that employees may choose to utilize these technologies – such as Twitter, Instagram and Facebook on their own time as well as during work time for educational purposes. Personal social networking sites must not be used to encourage inappropriate personal nonprofessional relationships with current or recent students. When utilizing personal social networking sites, Stargate School employees are strongly encouraged to consider whether what is posted will impair the employee's professional effectiveness or reputation.
- 12.2 Employees are responsible for content shared by students when the employee is supervising students engaged in educational activities or sponsoring a student organization pursuant to Adams 12 Policies [5260 CHOICE OF SCHOOLS AND SCHOOL TRANSFERS](#), [5650 DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES](#) or [6260 STUDENT PRESS](#).
- 13.0 Stargate School Makes No Warranties. Stargate School makes no warranties of any kind, whether express or implied, related to the use of Stargate School computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Stargate School of the content, nor does Stargate School make any guarantee as to the accuracy or quality of information received. Stargate School shall not be responsible for any damage loss or cost incurred by an employee in using the Internet and electronic communications, including loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the employee's own risk.

LEGAL REFERENCES:

47 U.S.C. §254

47 U.S.C. § 231

20 U.S.C. § 6801 et seq.



C.R.S §22-87-101 et seq.

CROSS REFERENCES:

[Code: 1800 PUBLIC RECORDS REQUEST](#)

[Code: 5300 STUDENT SCHOOL RECORDS](#)

[Code: 5260 CHOICE OF SCHOOLS AND SCHOOL TRANSFERS](#)

[Code: 5650 DISTRIBUTION OF PRINTED MATERIALS ON SCHOOL PREMISES](#)

[Code: 6260 STUDENT PRESS](#)

[Code: 8300 RECORDS MANAGEMENT](#)

4. EXHIBIT

CONFIDENTIALITY DISCLAIMER BLOCK NOTICE SAMPLES

NOTICE: This email may contain confidential information considered confidential under the Family Educational Rights and Privacy Act. If you received this in error please notify the sender and delete this message immediately.

or

NOTICE: This email may be a public record subject to disclosure under the Colorado Open Records Act.

5. REVISION HISTORY

Version	Date	Description of revision
01	1/17/18	Initial release of new policy. First reading approved w/edits 1/17/2018 pending Employers Council review.
02	5/16/18	Revisions to policy per Employers Council recommendations. Second reading approved 5/16/2018.