



Policy Number: 2040

Dated: 09/21/2021

## **EMPLOYEE COMPUTER ACCEPTABLE USE POLICY**

### **PURPOSE**

Computer use is a valuable and necessary component of an employee's work. School use must be in support of education and research and consistent with educational objectives. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, etc. Although employees may have access to these information sources, their use must be authorized. Access and authorization to information and equipment carry a responsibility to their appropriate use. School equipment and access is intended to be used for the performance of job duties and professional or career development activities.

American Leadership Academy's Acceptable Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA").

### **STUDENT PERSONAL SAFETY**

1. Employees who supervise students with access to ALA's computer system shall be familiar with applicable administrative procedures, directives, and rules, and enforce their provisions.
2. All student computer use at school must be supervised.
3. Blogs, wikis, apps, and other web tools used in learning activities shall be monitored for appropriate and inappropriate content. Access to these tools shall be carefully controlled by the employee creating and using them.

### **PROHIBITED ACTIVITIES**

1. Employees shall not attempt to bypass ALA's Internet filtering systems and features.
2. Employees shall not use the school's computer system in violation of Board policies and/or administrative procedures, directives, or rules.
3. Employees shall not use the school's computer system to engage in any illegal activities, such as: harassment; discrimination; defamation; threatening or violent communications and behavior; infringement of copyright or trademark laws; offering for sale, purchase, or use of any prohibited or illegal substances; etc.
4. Employees shall not use the school's computer system for private financial gain, or commercial, advertising, or solicitation purposes.
5. Employees shall not use the school's computer system to solicit, proselytize, advocate, or communicate the views of an individual or non-school sponsored organization, whether for profit or not for profit.

6. Employees shall not damage or disrupt the school's computer system.

**SYSTEM SECURITY**

1. Employees are responsible for the security of their computer equipment, files, and passwords.
2. Employees shall promptly notify administration of security problems.
3. Employees with access to student records may not use, release, or share these records, except as authorized by federal and state law.
4. Employees shall not gain, or attempt to gain, unauthorized access to other computers or ALA's computer system.
5. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.

**INAPPROPRIATE CONDUCT**

The following are prohibited in public, private, or posted messages or files:

1. Any inappropriate communications with students, minors, employees, or anyone else, that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
2. Potentially damaging, dangerous, or disruptive material.
3. Personal or generalized attacks or harassment.
4. False or defamatory information.

**INAPPROPRIATE ACCESS TO MATERIAL**

1. The school's computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
2. Inadvertent access to inappropriate material should be promptly reported to administration.

**NO EXPECTATION OF PRIVACY**

Employees have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school's computer system.

**VIOLATIONS AND DISCIPLINE**

1. In the event there is an allegation that an employee has violated this policy, the employee will receive notice of the alleged violation, and an opportunity to present an explanation.
2. In the event of a violation of this policy, appropriate disciplinary action may be taken in accordance with established Board policies, administrative procedures, and procedures set forth in the Employee Handbook.

I acknowledge that I have read and understand the terms and conditions of this Agreement and I hereby agree to abide by and comply with all included terms and conditions.

---

**EMPLOYEE'S SIGNATURE**

---

**DATE**