

Adopted: April 16. 2015

Revised:

**HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 4.8.1
USE OF INTERNET, EMAIL, COMPUTERS, VOICEMAIL AND OTHER
ELECTRONIC SYSTEMS**

I. PURPOSE

The purpose of this policy is to govern employee use of HCIS's technology systems.

II. POLICY STATEMENT

Email and Internet access are made available to employees of HCIS specifically for educational and business communications and information. Therefore, the content of all messages, documents and files transferred via HCIS's email system and the content of Web pages accessed over the Internet should be directly related to the business of HCIS.

III. EMAIL SYSTEM

The primary purpose of the email system is to facilitate timely communications with HCIS staff, students, families and other business associates of HCIS. All aspects of the email system, including software, passwords and the contents of the email messages themselves are the property of HCIS. All data files, email messages and other information contained in the system belong to HCIS. All work produced using the systems are the property of HCIS.

IV. HCIS'S PROPERTY

All work product, whether on paper, voicemail or electronic, is the property of HCIS and constitutes business and educational records of HCIS. These records may be audited by government agencies, subpoenaed into court or disclosed pursuant to state or federal law, and should reflect the professionalism of HCIS and the employee.

V. ACCESS AND MONITORING

HCIS has the right to access each employee's computer, computer files, disks and to intercept, monitor and review all email messages which are received by or distributed from any HCIS-owned computer. Email messages that have been deleted from

workstation computers may remain on back-up tapes in the custody of HCIS. Email and other electronic documents may be subpoenaed or requested for disclosure pursuant to state and/or federal law just like paper documents.

Improper use of the email system, including the use of profanity, vulgarity and off-color comments, or the receipt, distribution or duplication of any document which contains materials considered offensive or harassing, is not permitted by HCIS policy. Care should be taken that the quality of all email correspondence meets the same professional standards as other written correspondence. Format, spelling and conciseness are just as important with email as other forms of communication.

VI. ANTI-HARASSMENT AND INAPPROPRIATE USE

Voicemail and email messages or computer “downloading” containing foul, offensive language, sexual content, racial, ethnic, religious or other discriminatory slurs are prohibited. Employees may not use the computer or other communication systems to solicit or proselytize for religious, charitable, commercial or political purposes.

VII. LICENSED SOFTWARE

Only legally licensed software may be used on the systems. HCIS does not own all software or its related documentation, and, unless authorized by the software vendor or developer, does not have the right to reproduce either the software or its documentation. All software must be used in accordance with the software license agreement. Employees must not make, acquire or use unauthorized copies of computer software in connection with their employment or their use of HCIS systems, including HCIS files and data.

VIII. INTERNET ACCESS

The purpose of the Internet is to access information directly related to the business of HCIS. In compliance with the law, HCIS may install software which limits or disallows access to Web sites which are deemed inappropriate and/or unrelated to HCIS business. In addition, HCIS may install software which tracks each employee’s activity on the Internet and maintain this log for as long as is deemed necessary. The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not received authorization for its use, it should not be on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Improper use of the

Internet, including accessing sites for non-business or non-educational (personal) purposes; accessing sites which use profanity, vulgarity and off-color language; or accessing sites which contain materials considered offensive or harassing, is not permitted.

IX. PERSONAL USE EXCEPTIONS MAY BE GRANTED

Personal use of email or the Internet is generally not allowed. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to HCIS or otherwise violate this policy.

X. SECURITY

The computer and network systems - and the data on those systems - are critical to the conduct of HCIS business. Security of those systems and data is a responsibility of all employees. Therefore, employees should not disclose anyone's password (including their own) or enable unauthorized third parties to have access to or use the system, or in any way jeopardize the security of the systems. Employees should notify their supervisor upon observing or learning of any violation of this policy.

Legal References: 15 U.S.C. §6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. §101 *et seq.* (Copyrights)
20 U.S.C. §6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. §254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. §54.520 (FCC rules implementing CIPA)
Minn. Stat. §125B.15 (Internet Access for Students)
Minn. Stat. §125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cnty. Sch. Dist., 393 U.S. 503 (1969)
United States v. American Library Association, 539 U.S. 194 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)