



GATEWAY PREPARATORY ACADEMY

A M O N T E S S O R I C H A R T E R S C H O O L

A. Employee Computer use

COMPUTER USE POLICY AND AGREEMENT

SECTION ONE PURPOSE

1. To better serve our students and provide our teachers and other employees with the best tools to do their jobs, Gateway Preparatory Academy makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, online services, intranet, internet and web sites.

2. Gateway Preparatory Academy encourages the use of these media and associated services because they can make lesson preparation and communication more efficient and effective and because they are valuable tools and sources of information about curriculum. However, all employees and everyone connected with the organization should remember that electronic media and services provided by Gateway Preparatory Academy 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.

3. To ensure that all employees are responsible, 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, it is designed to express Gateway Preparatory Academy philosophy and set forth general principles when using electronic media and services. This Agreement supersedes any previous written Computer Use Policy Agreement, and any verbal agreement regarding computer use.

SECTION TWO PROHIBITED COMMUNICATIONS

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

- a. Racially discriminatory or harassing an individual or group;
- b. Derogatory to any individual or group;
- c. Obscene, sexually explicit or pornographic;
- d. Defamatory or threatening;
- e. In violation of any license governing the use of software; or

Gateway Preparatory Academy
GPACCharter.org
201 E Thoroughbred Rd.
Enoch, UT 84721

- f. Engaged in for any purpose that is illegal or contrary to Gateway Preparatory Academy policy or business interests.

Employees should be aware that willfully or knowingly accessing or distributing pornographic or indecent material on school property is a criminal misdemeanor. See Utah Code Section 76-10-1235 titled "*Accessing pornographic or indecent material on school property*".

SECTION THREE PERSONAL AND STUDENT USE

The computers, phones, electronic media and services provided by Gateway Preparatory Academy 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 purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Academy students are not to be permitted by staff to use computers and other devices designated for staff use only. **All teacher and staff laptop/notebook computers are designated for staff use only.**

SECTION FOUR ACCESS TO EMPLOYEE COMMUNICATIONS

A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, internet and bulletin board system access, and similar electronic media is not reviewed by the Academy. However, the following conditions should be noted:

Gateway Preparatory Academy 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:

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

B. Gateway Preparatory Academy 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 policy and other school policies. School staff may also review any files necessary to assist in troubleshooting technical problems.

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 and to prevent software licensing violations, unauthorized downloading and/or installation of any unauthorized software is strictly prohibited. Only software registered through Gateway Preparatory Academy or approved for use by the Academy Director or Academy technical staff may be installed. Employees should contact the business manager or technical staff if they have any questions about authorization for 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 Academy, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties, except by those authorized by the business manager for purposes outlined in section four of this Agreement;
2. Obtaining access to systems or accounts they are not authorized to use;
3. Giving others their log-in or passwords;
4. Using other people's log-ins or passwords; and
5. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications may be sent that attempts 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.

B. 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.

EMPLOYEE'S LIABILITY

Employees are liable for the Gateway Preparatory Academy equipment (including computers and phones) 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, subject to the following exceptions:

1. Damage occurs because of normal wear or from appropriate use during the regular tasks associated with Employee's job;
2. Damage or loss is caused by negligence on the part of Gateway Preparatory Academy;
3. Damage or loss occurs from events outside Employee's control;
4. In event of theft by a third party outside Employee's control, Employee shall replace equipment with any awarded insurance claim.
5. Employee is responsible for the first five hundred dollars (\$500) or ten percent, whichever is greater, of the cost to repair or replace damaged or lost equipment resulting from each incident of damage or loss, except:
6. If damage is caused by a third party to whom Employee permitted access to or use of equipment, then employee shall be fully financially responsible for repair or replacement;
7. If damage is caused by Employee's gross negligence or malicious conduct, then Employee shall be fully financially responsible for repair or replacement.

Cost for replacement or repair will equal to a reasonable bid from a reputable third party that meets the school's needs, as determined by Gateway Preparatory Academy. The Academy will arrange and pay for replacement or repair, and Employee will reimburse the Academy according to Employee's responsibility outlined in this Agreement. Reimbursement can be in one lump sum within 30 days of repair/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 Gateway Preparatory Academy.

B. Gateway Preparatory Academy recognizes that participation in some forums 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 a news group

devoted to education. Employee participation in such forums should always reflect positively on Gateway Preparatory Academy.

SECTION NINE VIOLATIONS

Any employee who abuses the privilege of access to phones, 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.

REVIEWED AND APPROVED:
DEC. 8, 2011