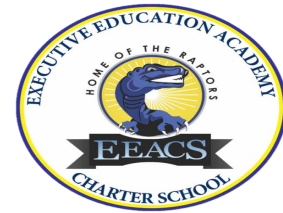


ES - 4: USE OF COMPUTERS/TECHNOLOGY



4.01 POLICY

EEACS is committed to providing an environment that encourages the use of computers and related cutting-edge technology for both Employees' and Students' growth and proficiency in the business world. Employees are to ensure that technology is used only for proper purposes and in a manner that does not compromise confidentiality of School, Employee or Student proprietary or personal information in any way at any time.

Employees who are issued laptops must sign for them and comply with all EEACS computer and internet procedures.

4.02 PROCEDURE

Employees and Students are not permitted at any time to engage in detrimental actions including but not limited to the following:

1. Use of EEACS Computer System. All information stored within the EEACS Computer System, including data files, word processing documents or any other electronic media must at all times be treated as confidential, proprietary and intellectual or licensed property of EEACS. Employees and Students shall not:
 - (a) disclose information directly or indirectly, except on a "need to know" or legally required basis, to persons outside of EEACS;
 - (b) Use this information directly or indirectly for their own benefit or for the profit or benefit of persons outside of EEACS;
 - (c) Copy or permit to be copied (except when necessary in order to perform duties on behalf of EEACS, while an Employee) any of this information; or
 - (d) Retain any of this information upon leaving the employ of EEACS.
2. Software Procedures. EEACS will provide any software necessary to complete all aspects of EEACS' business. It is considered illegal software piracy to install software on more than one computer, unless express permission by the copyright owner has been obtained. Accordingly, Employees and Students are prohibited from downloading, installing and/or using any software that was not provided by EEACS onto or on any computers or Computer Systems owned/leased by EEACS.
- 3- E-mail Procedures. The computer systems at EEACS are solely for School business use.

All electronic mail or "e-mail" correspondence, whether internal or external, is the property of EEACS.

EEACS reserves the absolute right at all times to monitor its E-mail system including auditing and disclosing all matters sent over the system at its discretion, in the ordinary course of business.

Employee/Student E-mail communications are not to be considered "private" despite any such designation by either the sender or the recipient.

Messages sent to recipients outside EEACS' system, if sent over the Internet and not encrypted, are not secure. Encryption does not guarantee security.

The existence of passwords and "delete" functions do not restrict or eliminate EEACS' ability or right to access electronic communications. Employees/Students should presume that "deleted" messages are fully retrievable, by EEACS or an outside source.

Employees and Students shall not post, display, share or make easily available access to any information to an unauthorized user to enable access to EEACS' computer networks or systems. Prohibited actions include, but are not limited to: sharing an E-mail password; providing E-mail access to an unauthorized user; or accessing another user's E-mail content without authorization.

An Employee/Student should treat E-mail communication as if he or she were speaking face to face with the recipient. Communicate only those ideas that would be stated directly to a person. Offensive, demeaning or disruptive messages are prohibited. These include, but are not limited to, messages which are inconsistent with any of EEACS' policies including, but not limited to, those addressing Equal Employment Opportunity - Affirmative Action or Sexual Harassment.

Any Message sent to all E-mail users ("Broadcasted") requires prior approval from the Executive Administration. Any Employee who violates this policy will be subjected to discipline, up to and including termination.

1. Internet Procedures.

EEACS' Computer System, including its connection to the Internet, is to be used for business-related purposes only and not for personal use. Any unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to: any non-School business use; connecting to, posting or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security and information contained on EEACS' computers; or otherwise using the Computer System and its components for personal use.

Installing and accessing personal Internet accounts on EEACS' Computer Systems is strictly prohibited. Employees/Students may not use EEACS' computers or Internet connection to access personal web sites including any social networking sites (Facebook, Instagram, Twitter, LinkedIn, etc.).

Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way. Encryption does not guarantee confidentiality.

Because postings on the Internet may display EEACS' electronic address, no postings are to be made without prior authorization from the Executive Administration. Any authorized posting, per the EEACS Social Media Policy, must reflect the standards and policies of EEACS. Posting of confidential or sensitive material is strictly prohibited.

Information posted or viewed on the Internet may constitute published material. For this reason, reproduction of information posted or otherwise available may be done only by express permission from the author or copyright holder, and with prior authorization from the Executive Administration.

Subscriptions to news groups and mailing lists are permitted, with prior approval of the Executive Administration, when the subscription is for a School related purpose.

Users may not establish Internet or other external network connections that may possibly allow unauthorized persons to gain access to EEACS' network or systems. Some examples of this type of connection are: establishment of hosts with public dial-in modems, World Wide Web home pages, and File Transfer Protocol (FTP).

All files downloaded from the Internet must be checked for possible computer viruses. Check with the IT Staff concerning virus software before downloading.

Offensive, demeaning or disruptive messages are prohibited. These include, but are not limited to, messages which are inconsistent with any of EEACS' policies including, but not limited to, those addressing: Equal Employment Opportunity, Affirmative Action or Sexual Harassment.

All School-related computer files must be stored on the Network. The IT Staff is not responsible for retrieving information saved on the desktop.

Any Employee who violates this Policy will be subjected to discipline, up to and including termination.

ES - 5: TECHNOLOGY USE AND RESPONSIBILITY

5.01 POLICY

EEACS views Technology as a valuable and critical educational and real-world tool. EEACS and the Board of Trustees are committed to having all members of the School community learn and engage in the proper uses of technology in a productive and responsible manner.

Consistent with such objectives EEACS will:

- Integrate technology into its curriculum to enhance teaching and learning;
- Encourage critical thinking, communication, collaboration and problem-solving skills;
- Facilitate evaluation and synthesis of information;
- Encourage ethical practices and provide education for Internet safety and digital citizenship; and
- Provide a variety of technology-based tools and related technology skills.

This Use and Responsibility Policy and its related Procedures apply to all modes of technology use including but not limited to Internet use.

This Policy applies to all Students, Employees, volunteers or other persons who are allowed access to EEACS technology resources. In some cases, outside and/or personal uses of technology may fall under the scope of this Policy.

5.02 SCOPE OF POLICY

EEACS recognizes that the digital world allows access practically anytime and anywhere. This Policy applies to the use of technology both inside and outside of School. Improper use can cause, or threaten to cause, substantial disruption in School operations or harm to the School community. Disruption may result in interference with the rights of Employees or Students to participate fully in school or furthering school business. Any such disruption, whether caused or threatened, will be viewed as a violation of this Policy and may be the basis of appropriate disciplinary action.

The term “technology” includes all forms of electronic and digital equipment and communication, including but not limited to: computers, printers, cell phones, digital cameras, recording devices, internet sites, text messaging, email, voice over Internet protocol (VOIP), chat rooms, social media networks and instant messaging.

5.03 USER RESPONSIBILITIES

EEACS will make every effort to provide a safe environment for learning with technology, including the use of Internet filtering and safeguards. Employees, Students and other members of the School community are granted the privilege of using the EEACS Computer System and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

All members of the EEACS community must use information and technology in safe, legal, and responsible ways, and are expected to embrace the following conditions or facets of being a digital citizen:

Respect One's Self. Users will select appropriate online names and will carefully consider the information and images which are posted online.

Respect Others. Users will refrain from using technology to bully, tease, harass or otherwise harm other individuals.

Protect One's Self and Others. Users will protect themselves and others by reporting abuse and by refraining from downloading or forwarding inappropriate materials or communications.

Respect Intellectual Property. Users will suitably cite/credit any and all use of websites, books, media, etc.

Protect Intellectual Property. Users will request to use the software and media produced by others, and will protect license agreements for all software and resources. Users are prohibited from violating copyright law.

5.04 TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use. School technology is to be used to enhance Student learning and School workplace productivity. Students must not access social networking sites or gaming sites, except for educational purposes under Teacher supervision.

Copyright/Intellectual Property and Identity. All sources utilized for Teacher and Student work should be properly cited. Users must respect the rights and intellectual property of others in accordance with Federal Copyright law. Transferring copyrighted material to or from School systems without express permission of the owner is a violation of federal law.

Communications. Electronic and/or digital communications between Employees and Students should be conducted only for educationally-appropriate purposes and only through School-sanctioned means of communication. School-sanctioned communications methods include:

- Teacher's school web page;
- Teacher's school email;
- Teacher's school phone number; or
- Teacher-created, educationally-focused networking sites.

Teachers or Administrators in their normal responsibilities and duties may be required to contact Parents/Guardians outside of the school day. A Teacher or Administrator may contact Parents/Guardians using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to or through Students. If a Student contacts a Teacher or Administrator using a Teacher or Administrator's

personal numbers, email or networking sites without prior permission, the Teacher or Administrator must immediately report this to the Team Leader or Supervisor.

Examples of Unacceptable Use include but are not limited to:

- Use of technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise harm any individual.
- Post, publish or display any defamatory, inaccurate, violent, abusive, profane or sexually-oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, Students, Staff or any organization.
- Use a photograph, image, video or likeness of any Student or Employee without express permission of the individual or Parent/Guardian and the CEO or designee.
- Create any site, post any photo, image or video of another individual, except with express permission of the individual or Parent Guardian and the CEO or designee.
- Attempt to circumvent the School's system security.
- Deliberately visit a site known for unacceptable material or any material that does not support educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under Teacher supervision.
- Violate license agreements and/or copy data, CD's, DVD's or other protected media.
- Use technology for any illegal or harmful activity. Use of the Internet for commercial gain or profit is prohibited.
- Breach confidentiality pertaining to Student, Employee or EEACS information.
- Harm the goodwill and reputation of EEACS in the community.
- Transmit any material in violation of any local, federal or state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting. Users must immediately report any damage or change to EEACS hardware/software or other equipment that is noticed by a User. Such report should be to a Teacher, Team Leader, Supervisor or member of the Executive Administration.

Administrative Rights. EEACS has the right to monitor both Student and Employee use of School computers and computer-accessed content. Users are to have no expectation of privacy while using the School's technology resources. Due to the evolving nature of technology, EEACS reserves the right to amend or add to this Policy at any time without notice.

5.05 PERSONAL USE OF SOCIAL MEDIA

This section of the Policy refers to any personal use of social media sites such as, but not limited to, Facebook, Twitter, Instagram, LinkedIn and You Tube for educational purposes and under Teacher supervision. Also refer to the Social Media Policy in Appendix A

Employees and Students may not identify or refer to members of the EEACS community without their consent, unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” of current Students or Parents/Guardians on personal social networking sites by EEACS Employees is forbidden. Personal posts must use appropriately respectful speech, and refrain from communications which are harassing, defamatory, abusive, discriminatory, threatening or otherwise harmful or inappropriate to EEACS or any individual(s).

5.06 POLICY VIOLATIONS

Violation of any part of this Policy will be dealt with by the CEO or designee. Violation of these Procedures may result in any or all of the following:

- Loss of use of the EEACS network, computers and software, including Internet access.
- For Students, disciplinary action under the Code of Student Conduct including, but not limited to: Detention, Suspension or Expulsion. As applicable, Students may be required to complete work on a non-networked, stand-alone computer system.
- For Employees, appropriate disciplinary actions including, but not limited to: Suspension or Termination.
- Legal action by EEACS, civil authorities or other involved parties.