

## **A. ELECTRONIC COMMUNICATIONS**

### **1. General Electronic Communications Policy**

The Storefront's technology and communications systems, including e-mail, have been installed solely to facilitate the Storefront's communications. These systems are the property of the Storefront.

Due to the nature of the Storefront's operations, it will sometimes be necessary for supervisors to review employee communications. While the Storefront does not wish to examine the personal information of its employees, occasionally, the school may need to access and monitor computer files, e-mail messages, voicemail messages, and telephone calls. Employees should understand that they have no right of privacy with respect to any messages or information created or maintained on the Storefront's technology resources, including personal information or messages. The Storefront may, in its discretion, review all communications, files, or messages on its resources at any time and for any reason. Further, the Storefront may monitor its resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, or for any other school or business purpose. By using the Storefront's technology, employees are deemed to have understood and consented to this policy.

In addition, all employees accessing the Internet via the Storefront's computer system must adhere to the following guidelines:

The communications and Internet access system is the property of the Storefront;

Usage of Internet access provided by the Storefront shall be confined to school and business purposes and such personal purposes as may be reasonably related to the Storefront's operations;

All Internet usage shall be conducted according to the same professional standards established for other workplace activities;

Professional judgment shall be exercised in the selection of Internet sites to be visited or accessed;

Confidential information belonging to the Storefront or its students shall not be transmitted over the Internet without express permission of the Storefront or the student's parent. Employees should never post pictures of students on the Internet. Adequate measures (such as encryption technology) to ensure the security of confidential information to be transmitted should be utilized. Although the Storefront has security in place to prevent unauthorized access to the school's systems, the school cannot ensure the security of documents sent over the Internet;

In no event shall Internet access be knowingly used to obtain confidential information belonging to anyone, including Storefront students. Storefront employees should not use aliases or false identities to monitor students online or obtain information from them. If such information is inadvertently obtained, it shall be destroyed and not used;

Employees may not download software, text, or images that have been obtained illegally. Employees are prohibited from copying and distributing copyrighted materials without authorization. Employees also may not cut and paste certain images or text from other web sites, which could be considered copyright infringement;

Unless an internal e-mail states it is intended for public distribution, it may not be distributed to anybody outside the Storefront or over the Internet absent prior permission by the Head of School;

In no event should Internet access be used to disseminate or retransmit potentially scandalous or defamatory matter about persons inside or outside the Storefront;

In no event should Internet access be knowingly used to obtain or retransmit sexually explicit materials or materials that could reasonably be perceived by fellow employees as indecent or offensive;

Accessing, communicating, or transmitting harassing, offensive, discriminatory, defamatory, pornographic, or otherwise inappropriate material is prohibited. Employees who receive offensive or inappropriate materials should immediately advise either their supervisor or the Head of School;

The Storefront's e-mail and Internet systems may not be used to solicit or proselytize for charitable, religious, political, or other non-business purposes;

As aforementioned, the Storefront reserves the right to monitor its system at any time, without notice to the employee, to ensure that its computer network system is being used for business purposes only. Employees do not have any expectation of privacy with respect to their e-mail or other Internet communications. Employees do not have a personal privacy right to anything that is created, sent, or received on the system. These communications may be reviewed, used, and transmitted by others within and outside the Storefront consistent with applicable law;

Because of the automated backup capabilities of the e-mail system, copies of all communications will be periodically stored. Thus, even where an employee initiates an e-mail message and deletes it at a later point in time, the message may be stored in a backup file. Among other things, this means that virtually any e-mail communication may be subject to discovery in the context of a lawsuit;

In order to safeguard the confidentiality and security of business communications, employees must use their own individual password, which should be changed periodically. Employees should not disclose their passwords to anybody other than persons authorized by the Storefront;

Employees are prohibited from gaining, or attempting to gain, access to another employee's e-mail or computer files without the employee first obtaining authorization from the Head of School; and

When an employee leaves the employ of the Storefront for any reason, the Storefront reserves the right to review all e-mail and computer files of the departing employee for any reason.

These guidelines apply to all uses of the Internet, including websites, electronic messages, chats, blogging or bulletin boards. Employees who violate this policy are subject to disciplinary action, up to and including termination. If employees see a posting about the Storefront or its students that may warrant a response, they should refer that information to the Head of School.

### **Acceptable Use Policy**

All faculty and staff are required to sign the following acceptable use policy at hiring and to sign each year at the beginning of school



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## **The Children's Storefront Acceptable Use Policy for Technology and Communication**

### **Faculty and Staff**

### **Acceptable Use Policy for Technology and Communications at the Storefront**

#### **Perseverance:**

As a Storefront employee, I understand that backing up files requires a level of perseverance to make sure that important documents are located in two places. I understand that it is never a question of IF but WHEN a computer goes bad. I will make a priority of putting files in two places.

#### **Honesty:**

As a Storefront employee, I understand that we can install onto our computers only software that we have legally purchased. I understand that we are generally not allowed to put Storefront owned software onto personal computers.

#### **Respect:**

As a Storefront employee, I understand that food/drink while at a computer or keyboard is a known problem which leads to replacement of equipment costing us time and money.

I know that email is like sending a postcard; there is no guarantee that it is private. I will make certain that every email I send is appropriate and respectful to the Storefront community.

I will post no information about other staff or students and families on my own blog or website without getting consent or approval.

#### **Diligence:**

As a Storefront employee, I understand that I need to be diligent about "where I print to" and making sure that I pick up documents promptly from that printer before it falls into the hands of someone who should not be reading it. I also need to be diligent about locking up my laptop when at the Storefront and securing SmartBoard tools and other equipment during school vacations.

#### **Responsibility:**

As a Storefront employee, I understand that regarding appropriate computer usage I need to conduct myself with the same professional standards that that I use in non-computer ways. This involves language on e-mail, Web sites visited and even usage of cell phones and music devices. During normal school hours, wearing headphones and listening to music or working in an office listening to music when others are coming in and out is generally less than professional. Reading emails and text-messaging during meetings is not acceptable practice. All cell phones will be turned to vibrate to keep the school environment focused on learning and communication with students and faculty.

#### **Concern for others:**

As a Storefront employee, I need to model behavior for our students in terms of not wasting paper and practicing recycling.

I will only use the color printers for color document and will only do that when needed. I understand the cost involved is much higher for black and white copies on those printers.