Policy 641B   Staff Guidelines for Computer/Internet/Network Use

COMPUTER SYSTEMS IN GENERAL
Computer resources are assets of Achieve Language Academy and are to be protected from unauthorized access, modification, destruction or disclosure. Achieve reserves the right to monitor computer systems and to read and copy all files or data contained on any computer (including but not limited to e-mail messages) at any time and with or without prior notice.

Individual passwords for computers are confidential and may not be shared or posted. If a user's password is learned by someone else, it should be changed immediately. Each user will be responsible for activity performed using the user's password. No user should attempt to obtain access to another user's documents without prior authorization. An active terminal should not be left unattended for any extended period (such as, for example, overnight or while the user is otherwise out of the office for several hours).

Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. Each user is responsible for compliance with these legal restrictions. All software used on any Achieve Langauage Academy computer (including software available on the Internet) must be approved in advance by authorized school personnel. Only personnel authorized by the school's technology staff may load software onto any School computer, connect any hardware or other equipment to School computer, or move or change any School computer equipment. Any violation of these guidelines could lead to disciplinary action up to and including termination.

E-MAIL
The principal purpose of electronic mail (e-mail) is business communications of Achieve Language Academy and its customers. The e-mail system should not be used to solicit for outside business ventures or for any political or religious purpose (unless approved by the School). All e-mail is the property of School (whether or not related to personal matters). E-mail should be treated like all other verbal or written business communications. Appropriate language and standards of decency must be used. Offensive, demeaning, defamatory, harassing or disruptive messages are prohibited.

E-mail which contains confidential or proprietary information must be treated as confidential. No one shall provide e-mail access to an unauthorized person or access another user's e-mail without authorization. The existence of passwords and "message delete" functions do not restrict or eliminate the School authority to access electronic communications.

INTERNET ACCESS
Achieve Language Academy connection to the Internet is principally for work-related purposes. Any unauthorized use of the Internet is prohibited. School officials work to control the Internet environment to provide access to the most appropriate educational sites and materials for students and staff. Unauthorized uses include (among others) posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer.

A user may participate in work-related Internet discussion groups, but only to the extent that such participation
(1) does not reflect adversely on Achieve Language Academy,
(2) is consistent with all Achieve Language Academy standards and policies (including those regarding confidential information and public statements) and,
(3) does not express any position that is (or may be interpreted as) inconsistent with any position taken by Achieve Language Academy. Any other posting using Achieve Language Academy name or

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otherwise identifying Achieve Language Academy must be approved in advance by the Administrator.

A subscription to an Internet mailing list is permitted only if the subscription is
1. work related or
2. does not generate numerous messages. Information posted, viewed or downloaded from the Internet may be protected by copyright laws. Reproduction of protected information is permitted only if such reproduction is
   a) a fair use or
   b) based on express permission given by the copyright owner that is on file with the Office.

Only authorized personnel may establish Internet or other external network connections. Other connections may cause unauthorized access to Achieve Language Academy systems and information and are prohibited. Prohibited connections include (among others) the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

Each file downloaded from the Internet must be checked for possible computer viruses. The virus checking software on each Achieve Language Academy computer will ordinarily perform this check automatically. Each user should contact authorized personnel before downloading any file if the user has questions about a potential virus or reason to believe that the file poses particular risks.