

Making Community Connections Charter School (MC²) has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the school computer system. This policy is designed to protect the safety and security of the school's computer systems including E-mail and internet use.

The following shall apply:

1. The computer hardware, software and email systems are owned by the school, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the school. They are not the property of the employee.
2. The computer and email system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system shall not be used for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The school prohibits discriminatory, harassing, or offensive materials in any form of media. Among those considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. MC² reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the school will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the school's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the administration.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

MAKING COMMUNITY CONNECTIONS CHARTER SCHOOL, MANCHESTER, NH

COMPUTER SECURITY, E-MAIL, AND INTERNET COMMUNICATIONS

EHAA

11. MC² has the authority to terminate or limit access to any program at any time.
12. Personal disks cannot be used on the system unless pre-authorized by the IT Specialist.
13. MC² will take all necessary measures to maintain student privacy relative to MC²'s website, online information, and storage of student personally identifiable information, as required by state and federal law.

Appendix Reference:

Date Adopted: July 16, 2012

Revision Dates: May 20, 2019

Last Review Date: