

Acceptable Use Policy (AUP) Laptop and email

24-25

___ Laptop & email ___ Chromebook & email ___ Email only Date: _____

Name: _

Role:

As a staff member of Edison Bethune Charter Academy, I agree to comply with the guidelines as explained below:

I understand that this equipment is the property of Edison Bethune Charter Academy, and has been loaned to me. I agree to return the equipment (hardware and/or software and/or peripherals) to Edison Bethune Charter Academy at the time that I no longer am a staff member for Edison Bethune Charter Academy, or at the termination of the Edison Bethune Charter Academy contract covering my school. Upon return, equipment will be whole and complete, in good working condition, subject only to normal wear.

I also understand that the software and documentation provided is protected under copyright law and all publisher-stated restrictions for its use apply. I agree neither to unlawfully copy/distribute any materials provided for use nor to use the equipment provided to unlawfully copy any software. I will try to the best of my ability to model and encourage ethical use of the software among my fellow employees and school community when possible.

I assume responsibility for the content of messages transmitted or posted by myself or from my equipment, and understand that the equipment is not to be used to defame, insult, or threaten persons or property. On behalf of myself, and my respective relatives, heirs, estates, and assigns, I release and discharge Edison Bethune Charter Academy, and the Edison Partnership Schools, and their respective officers, directors, employees and agents, from any and all claims and liabilities arising out of or resulting from messages transmitted or posted from or received on my equipment.

Liability Agreement

I agree to treat this equipment with care according to Technology Agreement principles. I agree to keep this equipment locked and secure during school hours. If laptop is left on campus, I agree to keep my laptop secured in a locked cabinet after work hours. In addition to I am responsible and liable for any misuse of equipment at work that results in damage that is within my control.

I agree that if equipment is taken off site or on school campus and in my possession, including travel and at home, I am liable and am required to compensate (current market value) to Edison Bethune Charter Academy for damages, theft or loss that is within my control.

Furthermore, I will not let anyone who is not an Edison Bethune Charter Academy employee use my computer.

I recognized that this computer is not a personal computer thus to be used for work related business only

Secure your laptop during work hours. Absent more than 10 days from work, you must turn in laptop.

Laptop must be return to EBCA if you are absent from work longer than 3 days during school year.

Lock your laptop in a cabinet if you choose not to take it home daily

Keep laptop free of dust, dirt, water, liquid(s), food, pets, etc...

Turn in laptop to Technology Manager™ during long break (more than 3 days) if you choose not to take it home.

Do not installed/download third party software without approval from the Technology Manager

Be responsible and use common sense when laptop is off campus, ie at home, traveling, out in car, or hotel room etc.

Administrator, Tech Manager and you are an authorized user, all other are prohibited.

Do not leave laptop in your car out in open where it can be seen or stolen, on the side of the road, at a restaurant, Disneyland, bathroom, at your relative house, or out of line of sight.

Charge battery to full and use laptop in battery mode, recharge when necessary.

Backup your document(s) to a flash drive, or Google Drive

Do not keep important confidential information on your laptop.

Use Edison Bethune Charter Academy email system is for business/work related only.

If your laptop is stolen while off campus, you must file a *police report* and provide a copy to Edison Bethune Charter Academy. If it was the result of negligence on your part, you will be charged to replace the computer. -If your laptop is damage /stolen on or off campus, you must file an *incident report* and give to Technology Manager. If it was the result of negligence on your part, you will be charged to replace the computer.

* Tech Director can use *remote access* into Laptop/Desktop for tech support. **Laptop must be return to EBCA in the event that you are on medical, administrative or personal leave of more than 3 days.**

Use of email by employees of Edison Bethune Charter Academy is permitted and encouraged where such use supports the goals and objectives of the education environment.

However, Edison Bethune Charter Academy has a policy for the use of email whereby the employee must ensure that they:

- comply with current legislation
- use email in an acceptable way
- do not create unnecessary business risk to Edison Bethune Charter Academy by their misuse of the internet

Unacceptable behavior

The following behavior by an employee is considered unacceptable:

- use of Edison Bethune Charter Academy communications systems to set up personal businesses or send chain letters
- forwarding of Edison Bethune Charter Academy confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- breaking into the company's or another organization's system or unauthorized use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business-related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the corporate network

Monitoring

Edison Bethune Charter Academy accepts that the use of email is a valuable educational tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all Edison Bethune Charter Academy email resources are provided for educational purposes. Therefore, Edison Bethune Charter Academy maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, Edison Bethune Charter Academy also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face Edison Bethune Charter Academy disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Agreement

All Edison Bethune Charter Academy students, employees, contractors or temporary staff who have been granted the right to use the Edison Bethune Charter Academy email services are required to sign this agreement confirming their understanding and acceptance of this policy. **I have read the *Required Practice* and will adhere to the best of my ability.**

*****I will transport laptop in an approved laptop bag. Laptop will be re-imaged to factory setting if determined repair to be more than 1-hour labor. You are responsible for backing up your data, documents, files etc.**

(Signature) _____ Date: _____