

EDISON BETHUNE CHARTER ACADEMY

School Staff Technology & Email Use Policy

Purpose

This policy sets clear expectations for teachers and staff regarding the professional and responsible use of the school's email system and related digital communication tools. The goal is to protect student privacy, maintain professionalism, and safeguard the school's technology resources.

1. General Email Principles

- School-provided email accounts are for **professional, educational, and administrative purposes** only.
- Staff are expected to use **clear, respectful, and professional language** in all communications.
- All emails sent from a school account reflect on the school's image and must align with its mission and values.
- Staff must **check their school email regularly** to stay informed about school-related matters.

2. Acceptable Uses

Teachers and staff may use the school email to:

1. Communicate with students, parents, and colleagues for educational or school business purposes.
2. Share instructional materials and coordinate school-related activities.
3. Access and submit work-related documents through school-approved systems.
4. Collaborate professionally on curriculum, projects, and school events.

3. Unacceptable Uses

Staff may **not** use the school email to:

- Send or forward messages containing inappropriate, harassing, discriminatory, or offensive content.
- Conduct personal business, political campaigning, or commercial activity.
- Share confidential student or staff information with unauthorized individuals.
- Send chain letters, spam, or mass emails without administrative approval.
- Open suspicious links or attachments from unknown senders.
- Use personal email accounts for official school business involving students or parents.

4. Security & Privacy

- Protect your account by using strong passwords and never sharing them.
- Log out of email accounts when not in use, especially on shared devices.
- Avoid transmitting sensitive student or staff information unless the method is secure and authorized.
- Report suspected phishing, hacking, or data breaches to the IT department immediately.
- Remember: **School email is not private**—all activity may be monitored, archived, and subject to review.

5. Records & Legal Compliance

- Emails related to school business may be considered public records under applicable laws.
- Staff must retain important email communications according to the school's records retention policy.
- Comply with **FERPA**, **COPPA**, and other relevant privacy laws when communicating about students.

6. Consequences for Misuse

Violations of this policy may result in:

- Revocation of email and technology privileges.
- Disciplinary action, up to and including termination.
- Possible legal consequences in cases of law violations.

7. Acknowledgment

By signing below, I confirm that I have read, understood, and agree to follow the School Technology & Email Use Policy for Teachers.

Print Name: _____

Signature: _____ Date: _____

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