



EMPLOYEE COMPUTER USE POLICY

SECTION ONE PURPOSE

A. To better serve our students and provide our teachers and other employees with the best tools to do their jobs, Navigator Pointe Academy makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, a central computer network, online services, intranet, Internet and the World Wide Web.

B. Navigator Pointe Academy encourages the use of these media and associated services because they can make lesson preparation and communication more efficient and effective and because they are valuable sources of information about curriculum. However, all employees and everyone connected with the organization should remember that electronic media and services provided by NPA are the school's property and their purpose is to facilitate and support the school's operations. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all employees are responsible, the following guidelines have been established for using the Internet, e-mail, and all forms of electronic communication. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Navigator Pointe Academy's philosophy and set forth general principles when using electronic media and services. This Agreement supersedes any previous written Computer Use Policy Agreement, and any verbal agreement regarding computer use.

SECTION TWO PROHIBITED COMMUNICATIONS

Electronic media cannot be used at any time for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- Intended to establish an inappropriate relationship with a student
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to Navigator Pointe Academy business interests or policies, including the NPA Staff Social Networking Policy.

SECTION THREE PERSONAL USE

The computers, electronic media and services provided by Navigator Pointe Academy are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media for personal, non-school purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. **Employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Limited personal use should occur only during scheduled lunch breaks or before or after scheduled working hours. Specific, personal prohibited communications and times are listed in the attached Navigator Pointe Academy Employee Social Networking Policy.**

SECTION FOUR ELECTRONIC MAIL ACCOUNTS

A. EMAIL ACCOUNTS ARE PROVIDED TO EMPLOYEES FOR PROFESSIONAL PURPOSES.

B. EMAIL ACCOUNTS MUST NOT BE USED FOR PERSONAL BUSINESS ACTIVITIES OR FOR BROADCASTING OF UNSOLICITED MESSAGES. EXAMPLES OF SUCH BROADCASTS INCLUDE CHAIN LETTERS, MAIL BOMBS, VIRUS HOAXES, SPAM MAIL (SPREADING EMAIL OR POSTINGS WITHOUT GOOD PURPOSE), AND EXECUTABLE FILES. THESE TYPES OF EMAIL OFTEN CONTAIN VIRUSES AND CAN CAUSE EXCESSIVE NETWORK TRAFFIC OR COMPUTING LOAD.

SECTION FIVE SOFTWARE & HARDWARE COMPONENTS

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Navigator Pointe Academy may be downloaded.

Employees are not permitted to connect or install any computer hardware, or components which are not school property. Any possible exception requires prior approval from the School Director or designee. Direct questions to the School Director.

SECTION SIX SECURITY/APPROPRIATE USE

A. Employees must respect the confidentiality of other individuals' electronic communications. Employees are prohibited from engaging in, or attempting to engage in:

- **Using other people's log-ins or passwords, or allowing others to use yours, except in cases in which explicit, written, authorization has been granted by the school director.**
- Monitoring or intercepting the files or electronic communications of other employees or third parties, except by those authorized by the business manager for purposes outlined in section four of this Agreement;
- "Hacking" or obtaining access to systems or accounts they are not authorized to use;

- Breaching, testing, or monitoring computer or network security measures.
- B. Employee passwords should be kept confidential. Any written password information must be stored in a secure location and not viewable by other employees or students.
- C. Non-licensed teacher employees are to use designated school computers only for entering student data. The School Director will maintain a list of computers for approved use.
- D. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- E. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- F. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by law or the copyright owner.

SECTION SEVEN PARTICIPATION IN ONLINE FORUMS

- A. Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Navigator Pointe Academy.
- B. Navigator Pointe Academy recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find a helpful idea for academic lessons by consulting members of a news group devoted to education. Employee participation in such forums should always reflect positively on Navigator Pointe Academy.

SECTION EIGHT ACCESS TO EMPLOYEE COMMUNICATIONS

A. Generally, electronic information created and/or communicated by an employee using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the school. However, the following conditions should be noted:

Navigator Pointe Academy does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

- Cost analysis;
- Resource allocation;
- Optimum technical management of information resources; and

- Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

B. Navigator Pointe Academy reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other school policies.

C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

SECTION NINE EMPLOYEE'S LIABILITY

Employees are liable for the Navigator Pointe Academy equipment (including computers) assigned to them or that they take off school campus. Employees will be responsible for keeping computers clean. Employees will also be financially responsible to replace or repair equipment that is stolen, lost, or damaged while in employee's care, subject to the following exceptions:

- Damage occurs because of normal wear or from appropriate use during the regular tasks associated with Employee's job;
- Damage or loss is caused by negligence on the part of Navigator Pointe Academy;
- Damage or loss occurs from events outside Employee's control;
- In event of theft by a third party outside Employee's control, Employee shall replace equipment with any awarded insurance claim.
- Employee is responsible for the first five hundred dollars (\$500) or ten percent, whichever is greater, of the cost to repair or replace damaged or lost equipment resulting from each incident of damage or loss, except:
 - If damage is caused by a third party to whom Employee permitted access to or use of equipment, then employee shall be fully financially responsible for repair or replacement;
 - If damage is caused by Employee's gross negligence or malicious conduct, then Employee shall be fully financially responsible for repair or replacement.

Cost for replacement or repair will equal to a reasonable bid from a reputable third party that meets the school's needs, all as determined by Navigator Pointe Academy. Navigator Pointe will arrange and pay for replacement or repair, and Employee will reimburse Navigator Pointe Academy according to Employee's responsibility outlined in this Agreement. Reimbursement can be in one lump sum within 30 days of repair or replacement, or by payroll deduction of equal amounts spread over six payroll dates, or the number of remaining payroll dates in the school year, whichever is less, that equal Employee's full financial responsibility according to this Agreement.

SECTION TEN VIOLATIONS

Any employee who abuses the privilege of access to computers, e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION ELEVEN
EMPLOYEE AGREEMENT ON USE OF COMPUTERS, E-MAIL, INTERNET, AND THE
SOCIAL NETWORKING POLICIES

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Company's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination of employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of Navigator Pointe Academy to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time. I understand that this Agreement supersedes any previous written Computer Use Policy Agreement, and any verbal agreement regarding computer use.