



Employee Technology Agreement Policy

Rationale

Forest Charter School provides computer systems and email accounts to employees for the purpose of completing school related work. Because staff members work as public employees, care must be taken with work related data. In addition Forest Charter School wants to create as safe and secure an environment as possible for its staff. With these goals in mind, the following policy is put in place with regard to privacy, security and appropriate use.

Policy

Privacy:

- Reasonable measures need to be taken to safeguard and protect school data. This includes but is not limited to not deleting student information and keeping control of your computer (i.e. not loaning it to others).
- While Forest Charter School's administration desires to provide a reasonable level of privacy, users should be aware that as public employees, the data they create on the school computers is part of the Public Record. Employees need to recognize that they have limited expectations of privacy as public employees. It is conceivable (but not anticipated) that attorneys could make a discovery request to examine computers or email accounts.

Security:

- Staff members need to take reasonable precautions to protect the data on school computers and data contained in email accounts. This includes but is not limited to backing up data at regular intervals and keeping virus protection current.
- Staff members should not share passwords or security keys for computers, networks or email accounts with non-school personnel.
- Staff members must not knowingly download programs that threaten the security or safety of school computers or data. For example, peer file sharing programs may allow unknown users access school data.
- If questions of security arise, employees should ask the Forest Charter Director of Technology or another administrator for guidance.

Protection:

- Employees who are given school computers to use are expected to be responsible for the data and security of the school computer. This includes maintaining a password for the computer, keeping personal and school data separate, and backing up school data on a regular basis.
- Employees who are given school computers are expected to follow care and maintenance instructions given during employee training sessions. This includes but is not limited to protecting computers from heat and keeping them in a protective case.

Appropriate Use:

- Forest Charter School expects school computers to be used primarily for school use.
- Other uses that interfere with the computer's operation or function could result in the loss of use of the computer. Examples of this include games and music sharing programs.

Notes:

- This policy includes but is not necessarily limited to school computers, data and Email accounts.