Sec. 1. TECHNOLOGY RESOURCES DEFINED

For purposes of this policy, the term "technology resources" means electronic communication systems and electronic equipment belonging to Midland Academy Charter.

Sec. 2. ACCESS TO TECHNOLOGY RESOURCES

Midland Academy Charter's technology resources, including its network and access to the Internet, are made available to employees primarily for administrative and instructional purposes or as otherwise allowed by administrative regulation.

Limited personal use of Midland Academy Charter's technology resources is permitted if the use:

1) Does not result in any direct cost paid with State funds, or if Midland Academy Charter is reimbursed for any direct costs involved;
2) Does not relate to private commercial purposes;
3) Involves only incidental amounts of employee time, comparable to reasonable coffee breaks during the day; and
4) Does not have an adverse impact on an employee's job performance.

Employees may only access the Internet through Midland Academy Charter's approved Internet firewall.

All technology resources are Midland Academy Charter property, and any information located in or on technology resources is also Midland Academy Charter property and will be subject to inspection by Midland Academy Charter.

Sec. 3. E-MAIL AND VOICE MAIL SYSTEMS

All messages sent, received, composed and/or stored on Midland Academy Charter e-mail and/or voice mail systems are the property of Midland Academy Charter. E-mail transmissions and other use of Midland Academy Charter's electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Sec. 4. CONFIDENTIALITY

Employees shall not use a password, access a file, or retrieve any stored information unless authorized to do so. Employees may not attempt to gain access to another employee's files/messages.

Additionally, access to student records accessible through technology resources is restricted to those employees with a legitimate educational interest in such records in accordance with the

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Family Educational Rights and Privacy Act ("FERPA"). An employee has a legitimate educational interest in student records if:

1. The information is necessary for the employee to perform appropriate tasks that are specified in his or her position;
2. The information is to be used within the context of official school business and not for purposes extraneous to the employee's areas of responsibility;
3. The information is relevant to the accomplishment of some task or to a determination about the student; or
4. The information is to be used consistently with the purpose for which student records are maintained.

Having access to student records through technology resources does not constitute authority to share this information with anyone without authority or permission to view student records.

Sec. 5. PRIVACY AND MONITORED USE

All files and messages on Midland Academy Charter's technology resources are Midland Academy Charter property. They are not the property of any employee, even if created by an employee. Anything created on the Internet may, and likely will, be reviewed by others. If necessary, employees shall take steps to help protect the security of documents. Midland Academy Charter has the right, but not the duty, to monitor any and all aspects of its technology resources, including, but not limited to, monitoring sites employees visit on the Internet. Employees have no expectation of privacy in anything they create, store, send, or receive on Midland Academy Charter's technology resources.

Sec. 6. RESTRICTIONS

1) Employees are not allowed to use Midland Academy Charter's technology resources for any reason other than official school business, except as allowed under Section 2 (Access to Technology Resources) above.
2) Employees may not use e-mail or the Internet to send or receive materials, proprietary financial information, or other similar materials that violate copyright law.
3) Midland Academy Charter's e-mail system may not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial or gender-specific slurs, or any other comment that offensively addresses an individual's age, sexual orientation, religious or political beliefs, national origin, disability, or anything that could be construed as harassment or disparaging of others.
4) Employees should refrain from sending non-business-related e-mails to other Midland Academy Charter employees or persons outside the Midland Academy Charter system.
5) Midland Academy Charter is responsible for maintaining records of software licensing agreements for Midland Academy Charter. In order to ensure compliance with copyright

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laws and software licensing agreements, and help prevent computer viruses from being transmitted through the system, employees are not permitted to install or download any software or content, such as music, videos, or non-work related "zipped" files onto Midland Academy Charter's computer system without prior approval from the Principal or designee.

6) Unauthorized duplication of software, often referred to as "piracy," is a federal crime. Employees are not permitted to make, acquire, or use unauthorized copies of computer software.

Employees who are authorized to use Midland Academy Charter's technology resources are required to abide by the provisions of this policy and any related administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action, up to and including termination of employment. Employees should notify their immediate supervisor(s) or the superintendent upon learning of violations of this policy.

Sec. 7. ACCEPTABLE USE POLICY

The Superintendent or designee shall develop and implement administrative regulations and guidelines for acceptable use of Midland Academy Charter's technology resources. Such regulations and guidelines shall be provided annually to employees as part of the Employee Handbook, or in another method deemed appropriate by the Superintendent.

Access to Midland Academy Charter's technology resources is a privilege, not a right. All employee users will be required to acknowledge receipt and understanding of Midland Academy Charter's acceptable use regulations and guidelines, and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance with Midland Academy Charter's acceptable use policy may result in disciplinary action, up to and including termination, as allowed by Midland Academy Charter policy. Violations of law may result in referral to criminal authorities, as well as disciplinary action by Midland Academy Charter.

Sec. 8. DISCLAIMER OF LIABILITY

Midland Academy Charter will not be liable for an employee's inappropriate use of technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. Midland Academy Charter is not responsible for ensuring the availability of technology resources or the accuracy, age appropriateness, or usability of any information accessed through the Internet.

Sec. 9. ACCESS TO CELLULAR AND/OR WIRELESS TELEPHONE EQUIPMENT AND ACCOUNTS

Access to cellular and/or wireless telephone equipment and accounts belonging to Midland Academy Charter is made available exclusively for instructional and administrative purposes in

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accordance with guidelines and regulations developed by Midland Academy Charter. Access to this equipment is a privilege, not a right, and can be revoked at any time.

The Superintendent or designee shall develop and define guidelines for the responsible and ethical use of Midland Academy Charter-supplied telephone equipment and accounts. Such guidelines shall be distributed to all Midland Academy Charter employees.

a) ***Consequences for Violations***

Violations of Midland Academy Charter's guidelines for access to cellular and/or wireless telephone equipment and accounts will be treated like other allegations of wrongdoing. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violations of these guidelines may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all cellular or wireless telephone resources.
2. Disciplinary action, up to and including termination.
3. Legal action according to applicable laws and contractual agreements.

Sec. 10. RECORD RETENTION

Midland Academy Charter employees shall retain electronic records pertaining to Midland Academy Charter business, whether created or maintained using Midland Academy Charter's technology resources or using personal technology resources, in accordance with Midland Academy Charter's record management program.

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