

Acceptable Use Policy Reid Traditional Schools

Policy Statement

COMPUTERS and E-MAIL USAGE

Computers, computer files, the e-mail system, and software furnished to employees and students are Reid Traditional Schools property intended for business and academic use. Employees and students should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Reid Traditional Schools strives to maintain a school/workplace free of harassment and sensitive to the diversity of its employees and students. Therefore, Reid Traditional Schools prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that might be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Reid Traditional Schools purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Reid Traditional Schools does not have the right to reproduce such software for use on more than one computer.

Employees and students may only use software on local area networks or on multiple machines according to the software license agreement. Reid Traditional Schools prohibits the illegal duplication of software and its related documentation.

Employees/students should notify their immediate supervisor or teacher, the Department Manager, or any other member of management upon learning of violations of this policy. Employees or students who violate this policy will be subject to disciplinary action, up to and including termination of employment or enrollment.

INTERNET USAGE

Internet access to global information resources on the World Wide Web is provided by Reid Traditional Schools to assist employees and students in

obtaining data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Reid Traditional Schools and, as such, is subject to disclosure to law enforcement or other third parties.

Consequently, employees/students should always ensure that the information they send out in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Reid Traditional Schools. The school reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee, student, or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. A general rule, if an employee/student did not create material, does not own the rights to it, or has not gotten authorization for its use; it should not be put on the Internet. Employees/students are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. To ensure a virus free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by Reid Traditional Schools in violation of law or the school's policies will result in disciplinary action, up to and including immediate termination of employment or enrollment. Employees and students may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain

- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission from entities with appropriate distribution rights
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the school's computer system or the system of another organization or person
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending and posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-messages
- Engaging in any illegal activities