



## TECHNOLOGY ACCEPTABLE USE POLICY

### **PURPOSE**

Detroit Edison Public School Academy relies on its computer network to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, agents and other users, Detroit Edison Public School Academy has created this Computer Use Policy (the "Policy").

The rules and obligations described in this Policy apply to all users (the "Users") of Detroit Edison Public School Academy' computer resources, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action including termination of employment as well as civil and criminal liability.

It is every student's and employee's duty to use Detroit Edison Public School Academy' computer resources responsibly, professionally, ethically and lawfully.

### **DEFINITIONS**

Detroit Edison Public School Academy refers to Edison and it's partnership schools.

From time to time in this Policy, we refer to terms that require definitions:

The term "Computer Resources" refers to Detroit Edison Public School Academy's computer network. Specifically, Computer Resources, whether owned or leased, include, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term "Users" refers to all employees, independent contractors, consultants, temporary workers, students, family members and other persons or entities who use our Computer Resources.

## POLICY

The Computer Resources are the property of Detroit Edison Public School Academy. Users are permitted access to the computer system to assist them in the performance of their jobs. Occasional, limited, and appropriate personal use of the computer system is permitted when the use does not: (1) interfere with the User's work performance; (2) interfere with any other User's work performance; (3) have undue impact on the operation of the computer system; (4) violate any other provision of this Policy or any other policy, guideline, or standard of Detroit Edison Public School Academy. At all times, Users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Use of the computer system is a privilege that may be revoked at any time.

In using or accessing our Computer Resources, Users must comply with the following provisions.

### 1. No Expectation of Privacy

**No Expectation of Privacy:** The computers and computer accounts given to Users are to assist them in the performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Company and should be used primarily for business purposes.

**Waiver of Privacy Rights:** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the Company to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that Detroit Edison Public School Academy may use human or automated means to monitor use of its Computer Resources.

### 2. Prohibited Activities

**Prohibited Uses:** Without prior written permission from the Chief Information Officer, Detroit Edison Public School Academy' Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized use.

**Inappropriate or Unlawful Material:** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in Detroit Edison Public School Academy' computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

**Spoofing and Spamming:** Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission of their supervisors, users may not send unsolicited ("spamming") e-mails to persons with whom they do not have a prior relationship or bona fide business purpose.

**Misuse of Software:** Without prior written authorization from the Chief Information Officer, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any independent contractors or clients of Detroit Edison Public School Academy or to any third person; (3) modify, revise, transform, recast or adapt any

## 5. Viruses

**Virus Detection:** Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses to Detroit Edison Public School Academy' network. To that end, all material received on floppy disk or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to Detroit Edison Public School Academy MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks transferred from home computers and laptops to Detroit Edison Public School Academy' network MUST be scanned for viruses.

**Accessing the Internet:** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Detroit Edison Public School Academy' network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the Company's network.

## 6. Encryption Software

**Use of Encryption Software:** Users may not install or use encryption software on any of Detroit Edison Public School Academy' computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption keys that are unknown to their supervisors.

**Export Restrictions:** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Chief Information Officer.

## 7. E-mail

**E-mail Disposal:** Unless directed to the contrary by your supervisor, employees should discard inactive e-mail after sixty days. Information subject to federal and/or state laws and regulations governing mandatory retention of records and electronic communication may require you to maintain files or documents for a specified period of time. It is the employee's responsibility to know which records are subject to these conditions and to comply with these laws and regulations.

**Drafting E-mails:** Because they may appear informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system.

## 8. Internet Safety Policy

**Definitions:** For purposes of the Internet Safety Policy, refer to the following definitions.

The term "Minor" is defined by federal law as any person under the age of eighteen years.

determination regarding what matter is appropriate for minors shall be made by the school, school board, or other local authority responsible for making the determination.

- b. **Direct Electronic Communications:** Students are prohibited from sending via e-mail inappropriate matter in any format. If a student should receive inappropriate matter, the student must immediately notify his or her teacher. Students are prohibited from viewing, participating, or accessing chat rooms without the direct supervision of his or her teacher, or other supervisory personnel. This provision does not prohibit teachers and students from participating in authorized classroom events that involve accessing chat rooms as part of a school program or the learning process.
- c. **Hacking:** All students and Edison employees are prohibited from breaking into (i.e. "hacking") the Detroit Edison Public School Academy' network. If a student should find that he or she has entered an area that appears to be off limits, the student should immediately notify his or her teacher. Likewise, any Edison employee who finds that he or she has entered an area that appears to be off limits, should immediately notify his or her supervisor.
- d. **Personal Identification:** Students are prohibited from the unauthorized disclosure, use, and dissemination of their personal identification information through the use of a computer, which includes, but is not limited to: their home address and phone number, personal cell or pager numbers, family or emergency contact numbers, work address and phone number, or their gender, age, or race. This provision does not apply to information that must be provided to school personnel who have a need to know such information.
- e. **Protective Measures:** Detroit Edison Public School Academy will take necessary measures to restrict students' access to materials harmful to minors. Such measures will include the monitoring of the students' on-line activities and the use of filtering software. In addition, students will be prohibited from using computers in areas that are not randomly monitored by school personnel.

## 9. Miscellaneous

**Disclaimer for Liability for Use of the Internet:** Detroit Edison Public School Academy is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information, some of which include offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

**Privileged Attorney-client Communications:** Confidential e-mail sent from or to in-house counsel or an attorney representing the Company should include this warning header on each page" "ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION.

**Compliance with Applicable Laws and Licenses:** In their use of Computer Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities.