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<b>Ref #:</b>	<b>Policy Council Approval Date:</b> 8/28/07	<b>Revision Date:</b> 4/12/07,

**COMPONENT: ADMINISTRATION**

**SUBJECT: INTERNET AND E-MAIL**

**PERFORMANCE OBJECTIVE:** To establish a standard of acceptable Internet and E-mail usage.

**GENERAL POLICY:**

This policy applies to all Highland Rim Head Start (HRHS) authorized users of the Internet and E-mail made available by Highland Rim Head Start. The Internet and E-mail is provided to the staff of HRHS as a resource and communication tool. The E-mail system (the "System") is owned solely by HRHS and information in the System will be treated just like other HRHS records, files, electronic records, documents, materials and equipment. Users are responsible for complying fully with this policy as stated. Violations could be the basis for employee discipline or discharge.

**E-mail and Internet**

All authorized HRHS staff with a legitimate purpose may use E-mail for sending and receiving messages. Discretion is to be used on the Internet when sending documents that are confidential in nature. While personal E-mail is permitted, it is to be kept to a minimum.

Staff use of communication and exchange for professional development, to maintain currency of training or education, or to discuss issues related to HRHS activities is encouraged.

As with personal telephone calls, staff is expected to keep personal Internet use to an absolute minimum.

HRHS reserves the right to review all electronic records, including E-mail messages. Therefore, staff should have no personal expectations that their E-mail messages are private.

HRHS has the right and capability to monitor Internet browsing by each user in our system. However, our goal is that employees will make this unnecessary. At HRHS, we have the privilege of Internet access and it is important that we utilize this valuable asset for our mutual benefit.

Each staff member must provide all passwords to the Information Technology **Manager** for HRHS use if required (Example: There may be a need to access a staff's system or files when they are away from office). A sealed hardcopy record of all passwords will be kept in a secure location.

Because E-mail messages deleted by the user may still be present either in another person's mailbox, or on the server or back-up file, care must be taken to ensure the accuracy and professionalism of all E-mail communications.

The security computer and monitor are **to be checked daily by the designated person(s) at each center**. The **designee** is to turn on the monitor each morning to ensure it is recording and in working order. If there is a problem, the Information Technology **Manager** will be notified immediately.

Staff is to report any hardware, software or security problem immediately to the Information Technology **Manager**.

Staff is reminded that chats and newsgroups are public forums where it is inappropriate to reveal HRHS confidential information.

### **Prohibited Activities**

- Deleting temporary files or history.
- Use of the Internet for illegal or unethical purposes.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Use of the Internet to view, display, generate, store, distribute, edit, access, record, copy or print vulgar, obscene, or offensive material.
- Use of profanity or sexually-oriented language.
- Use that may constitute sexual harassment or be considered discriminatory, derogatory or excessively personal, whether intended to be serious or humorous.
- No staff may use the HRHS computers or Internet facilities knowingly to download or distribute pirated software or data.
- Downloading or installing any program or software from the Internet or disk without prior approval.
- Knowingly downloading or distributing any licensed or copyrighted material in violation of any copyright laws without permission. Any efforts to obtain permission should be adequately documented.
- Sending unsolicited mass E-mail or chain letters.
- Using Internet access or computing resources for personal purchases or personal on-line shopping.
- Releasing confidential information through the Internet, except to those persons authorized to receive such information.
- No staff may use the Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
- No staff may use the Internet facilities in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- Use of Internet downloaded screensavers. They use bandwidth and could affect other users. Backgrounds or wallpaper are acceptable.
- Use for access to, and distribution of, computer games.
- Use of HRHS children's photographs in E-mail or Internet is prohibited without signed parental consent form.
- Allowing children on the Internet.
- Leaving computer unattended in classrooms when teachers are accessing the internet (ex. checking e-mail, researching resources).

## HIGHLAND RIM HEAD START

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I have read the foregoing Internet/E-mail-Use Policy and agree to abide by the terms therein. I further understand that if found in violation of any portion of these policies, I will be personally liable for any consequences resulting from misuse and will be subject to disciplinary action, including termination from employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date