

WORKPLACE TECHNOLOGY POLICY 2017-2018

The San Antonio Academy (the "Academy" or "School") may monitor certain aspects of the workplace to ensure quality control, employee and student safety, security and student and parent satisfaction.

In addition to providing employees with computers, the School also provides employees with access to email and the Internet. These are powerful tools that allow instant and widespread communication that can be a significant benefit to the school but can cause substantial harm and embarrassment if used improperly. Personal use of both is permitted within the confines of common sense and the following specific rules:

- 1) Personal use should be limited to non-work time and must not interfere with or distract from work performance.
- 2) Storage of personal documents in on-line files should be extremely limited.
- 3) Appropriate precautions should be taken to ensure confidentiality, where appropriate.
- 4) Attempts to read, copy, modify or delete email messages of other users is prohibited.
- 5) Sending harassing, threatening, obscene, inappropriate, political or other objectionable messages via email is prohibited.
- 6) Sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.
- 7) The only email accounts to be used on campus are the ones provided by San Antonio Academy. The use of personal pop, imap or web mail is prohibited.
- 8) Use of internet relay chat (IRC), instant messaging and chat rooms is prohibited.
- 9) Visiting pornographic sites or sites containing sexually-oriented materials is prohibited.
- 10) Use of the School's computer system to attempt unauthorized access to remote systems or local systems is prohibited.

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- 11) The downloading and installation of any non-educational programs, data or other material is prohibited, except as expressly approved in advance by the Director of Technology or the Head of School.
- 12) The downloading and installation of any educational programs, data or other material must be approved in advance by the Director of Technology or Head of School. If you have questions on whether it is appropriate to download certain material, please contact the Director of Technology or the Head of School for clarification *before* you take action.
- 13) The use of personal mobile broadband devices is prohibited with school computers.
- 14) School computers and network may only be used by authorized personnel and students.

Information and messages received, transmitted, stored or otherwise obtained through the school's email or Internet system are also considered School property. Therefore, employees should be aware that the school maintains the right to access, review, modify, delete, copy, transfer, print or otherwise utilize or make use of such information and messages – whether related to school or personal matters – without prior notice to the employee.

The Academy is sensitive to employee privacy and will endeavor to conduct workplace monitoring in a respectful manner. Employees must be aware, however, that facilities and equipment, including, without limitation, computers and associated software and applications, are provided to employees for the purpose of performing their duties to the benefit of the Academy. Personal use of facilities and equipment is granted subject to the Academy's right to monitor such use, and employees' continued employment constitutes their consent to such monitoring.

As with violations of other school policies, violations of this policy will result in corrective action, up to and including termination. To ensure compliance with this policy, each employee is urged to consult with the Director of Technology or the Head of School if he/she has a question regarding proper usage of School facilities and/or equipment.

San Antonio Academy
EMPLOYEE CONSENT TO WORKPLACE TECHNOLOGY POLICY

Please sign and return to the Main Office

I have received and reviewed The Academy's policy regarding workplace monitoring. I understand that by signing in the space provided below and continuing my employment with The Academy, I expressly consent to The Academy's use of those forms of monitoring identified in The Academy's policy and agree to comply with the requirements of that policy. I further understand that by signing this form and granting my consent to the types of monitoring identified in the policy, I hereby release The Academy, its agents, employees and officers from any and all liability which may result from the monitoring conducted or disclosure of information obtained as a result of such monitoring. I also understand and agree that this release includes, but is not limited to, any claim related to negligence, invasion of privacy, intentional infliction of emotional distress, or defamation, including libel, slander or compelled self-defamation. Finally, I understand that my refusal to give consent to the monitoring described in The Academy's policy, or my violation of that policy, may result in disciplinary action, up to and including the termination of employment.

Employee's Printed Name

Date

Employee's Signature