

ECS Electronic Communication Policy

ECS provides access to and use of assets and electronic communications systems for business/school purposes. Access is provided to facilitate authorized communications and collaboration among ECS employees and with outside parties including students, contractors, suppliers, customers and government agencies. Users are obliged to use the ECS's Electronic Communications Policy in a responsible, effective and lawful manner.

All information systems such as computer hardware, software, telecommunications equipment and electronic networks made available by ECS are the property of ECS. Electronic communications residing in those assets are also the property of ECS. Employees are reminded that they have no personal expectation of confidentiality or privacy with respect to information transmitted over the ECS's electronic communications systems, inclusive of the Internet and Intranet, although they are obligated to maintain the confidentiality of such information for the benefit of ECS. All computer transmissions originating from, sent through, or terminating at the ECS's electronic communications systems are subject to viewing or audit by ECS without notice.

ECS' Electronic Communications Systems are not to be used for any purposes that violate federal, state or local laws. Employees are expected to comply with the following guidelines:

- **Email:**
 - School-provided e-mail accounts and Internet resources may not be used to access, upload, download, or distribute pornographic, obscene or sexually explicit materials.
 - School-provided e-mail accounts and Internet resources may not be used to transmit obscene, abusive, or sexually explicit language.
 - School-provided e-mail accounts and Internet resources may not be used to violate any local, state, or federal statutes.
 - School-provided e-mail accounts and Internet resources may not be used to violate or infringe on copyright or to otherwise plagiarize materials.
 - Chain Letters – Employees must not send or forward "chain letter" e-mails.
 - **Password:** Password, Passphrase, Passcode and PIN (Personal Identification Number) and the like are used interchangeably and are referred to in this Policy as a "password", although their specific meaning is relative to the relevant application. Passwords will not be shared with, or accessible by, anyone who does not have a need to know them. All passwords are the property of ECS.
- Employees are accountable for all usage under their password of ECS computer systems. The introduction or use of packet sniffing software or any software intended to capture passwords is prohibited.
- **Offensive or Harassing Use Prohibited:** ECS's Electronic Communications System and the Internet/Intranet may not be used to create, distribute or visit any offensive, harassing or disruptive message, websites or material. Among those which in the sole discretion of ECS are deemed offensive, harassing or disruptive are sexual images or cartoons (video or audio medium), hate speech, or material that ridicules or disparages on the basis of race, creed, religion, color, sex, disability, age, national origin, or sexual orientation or otherwise is defamatory, derogatory or inappropriate for a business environment.
 - **Sexually Oriented Sites:** ECS's Internet access system must not be used to visit sexually oriented or otherwise offensive or inappropriate websites, or to send, display, download or print offensive material, obscene, pornographic or sexually oriented pictures or any other such materials.
 - **Solicitation:** ECS electronic communications systems and the Internet/Intranet may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related.

COMMUNICATIONS WITH STUDENTS

ECS recognized that there are occasions when a person in ECS approved position (e.g. employee, coach, volunteer, or other persons in official or approved ECS positions) may have a legitimate need to communicate with a student outside of school hours.

Any communication between a person in a district approved position and student via telecommunications, text messages, emails, and/or any other medium must be professional in content and tone.

Employees should not make any statements or forward information, which could reasonably be perceived to be:

- Sexually suggestive, obscene, vulgar, or inappropriate in content
- Developing an inappropriate relationship with a student; (including sending/receiving an inordinate number of communications
- Communicating at an inappropriate time of day/night)
- Harmful to a student
- Disruptive of the educational process
- In violation of federal or state laws, or district policies; or
- In violation of FERPA and other confidentiality requirements

Any communications with students may be subject to review by the ECS if the material violates ECS policy and comes to the attention of ECS. In the event an employee receives any communication from a student, which is inappropriate in nature, the employee has an obligation to report such communication to the school administrator or designee.

SOCIAL NETWORKING

ECS recognized that some employees may engage in social networking, whether through sites such as Facebook, Google Plus, LinkedIn, or MySpace, maintain blogs, or participate in such media as email groups, YouTube, or Twitter, or have a public presence on the Internet by similar means. While such activities are not part of the employee's work responsibilities, employees may communicate with and/or be identified with patrons, parents and students of ECS.

Employees are expected to comply with the following guidelines:

- An employee must recognize that statements or innuendo publicly displayed on the Internet may have negative ramifications on that individual's position as a role model for students of ECS.
- An employee should always present himself/herself in a professional manner and exercise good judgment relative to any information he/she posts or any sites linked to his/her social network page or blog.
- Information posted by an employee must comply with the state and federal laws and ECS policies relative to confidentiality.

Name: _____ Date: _____

Signature: _____