

ST. JOSEPH ACADEMY
(SJA)

Department:	Information Technology
Number:	210.1
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I. Policy:

The purpose of this policy is to outline acceptable and unacceptable usage of technology for internal/external electronic mail (e-mail) and internet access by employees, contractors, consultants and other authorized individuals ("users"). Users will be required to acknowledge review of this policy by signing and dating a copy of this policy. The review and acknowledgement of this policy will be required at orientation and at any time that major revisions are made to this policy.

II. Procedures:

- A. It shall be the policy of St. Joseph Academy (SJA) to provide Internet access and internal/external e-mail capability for 'work related' purposes to users.
- B. All electronic communications and information that is transmitted, received, or archived in SJA's information system are the property of SJA.
- C. SJA reserves the right to monitor the use of its assets and resources. Our Internet and e-mail system will be monitored and reviewed when necessary. Users should not expect privacy while using these resources.
- D. Any unauthorized use of the internet and e-mail at any time is strictly prohibited.
- E. Users in violation of this policy will be subject to corrective action.
- F. While the use of SJA-owned technology for giving access to the Internet and email is a great resource for our organization, it is the responsibility of each employee to use this resource responsibly and respectfully.
- G. The use of electronic mail is reserved solely for the purpose of conducting SJA business. It is not to be used for personal business.
- H. Electronic mail sent from SJA should be treated the same as any other correspondence that is sent. All communications represent SJA as a whole, and as such, should be written in a professional and appropriate manner.
- I. The content of e-mail, both internal and external, shall not contain anything that would *reasonably be considered offensive or disruptive to any employee or outside party*. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments, or any comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability.

- J. Always review your e-mail message prior to sending it. A sentence that might be clear to someone talking to you in person might come across quite differently without the tone of your voice or the facial expressions.
- K. Be careful when using sarcasm and humor. Without the personal interaction, your joke could be viewed as criticism or offensive.
- L. Notwithstanding the facility's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other users and accessed only by the intended recipient. Users are not authorized to retrieve or read any e-mail messages that are not sent to them without approval.
- M. The use of the Internet is reserved solely for the purpose of conducting business and should be limited to the following:
 - a) To acquire information related to, or designed to facilitate the performance of regularly assigned duties.
 - b) To perform a task or project approved by the employee's supervisor.
 - c) To download and install appropriate and approved educational materials.
 - d) To access Web-based software and testing sites such as ProCare, NWEA, and Sycamore.
- N. At no time are employees allowed to access the Internet web sites containing sexually explicit material or any other material considered offensive.
- O. Certain materials on the Internet may be protected by copyright laws. The downloading of these materials may be infringement and is not permitted. If in doubt, contact your manager.
- P. The use of electronic mail or the internet for conducting personal business opportunities or soliciting money for personal gain is prohibited.
- Q. Using the Internet for Social Media such as Facebook, Instagram, and Twitter is strictly prohibited except when necessary as part of your job function.
- R. Users in violation of the provisions of this policy will be subject to corrective action, up to and including discharge or termination of relationship.
- S. All Employees are accountable to the CEO of St. Joseph Academy to ensure policy implementation.

Approved by: Tabanona
President/CEO

Date 3/29/21