

## **ELECTRONIC SYSTEMS POLICY**

### **Overview**

This policy sets forth the general principles which apply to the use of electronic media and services (computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, on-line services and the Internet). It applies to all electronic media and services which are: accessed on or from School premises; accessed using School computer equipment, or via School-paid access methods; and/or used in a manner which identifies the individual with Saltus.

### **Prohibited Use of Electronic Systems**

You may not use electronic systems in any way that may be seen as discriminatory, insulting, harassing, or offensive by other persons. Examples of forbidden transmissions include sexually-explicit or X-rated messages, cartoons or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be discrimination against or harassment of others based on characteristics protected by applicable human rights law. You should not use the e-mail system or Internet for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass the sender, or for emotional responses to business correspondence or work situations.

You may not use School telephones to make long-distance calls for anything other than legitimate School-related purposes.

Using electronic systems for any purpose which is contrary to law, School policy or Saltus' interest will result in disciplinary action.

### **No Right of Privacy**

The electronic mail system, Internet access and other electronic systems have been installed by Saltus to facilitate business communications. Although employees have individual passwords to access this system, it belongs to Saltus. Saltus reserves the right, in its discretion and without staff permission, to review any employee's electronic files, e-mail messages and Internet usage to the extent necessary to ensure that electronic systems are being used in compliance with the law and with School policies. Saltus respects the individual privacy of its staff members.

However, employee privacy does not extend to the employee's work-related conduct or to the use of School-provided equipment or supplies. Therefore employees should never assume electronic communications are totally private and confidential.

### **Personal Use of Electronic Systems**

Limited, occasional or incidental use of electronic media for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Saltus reserves the right to access and disclose all messages sent over its e-mail system and to monitor Internet activity without regard to content. Since your personal messages can be accessed without prior notice, you should not use e-mail to transmit any messages you would not want read by a third party. You should not use these systems for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes, outside organizations or other non-job-related solicitations. Any employee found to be abusing the privilege of School-facilitated access to electronic media or services will be subject to disciplinary action and/or risk having the privilege removed for him/herself.

### **Responsible E-Mail Use**

The e-mail system often feels like a less formal method of communication than paper, and because it is not a face-to-face mode of communication, users may feel free to be less cautious or more candid in the contents of messages. Please remember that the e-mail system is not a private mode of communication, and defamatory or harassing material distributed through the e-mail system could expose the user to liability as well as disciplinary action.

### **Right to Access E-Mail**

Should employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently than other messages, and may be accessed, reviewed, copied, deleted or disclosed by Saltus at any time without the employee's permission.

Accordingly, when sending a message, always remember that the e-mail system is not a private

communication system (even though passwords are used for security reasons), and you should not expect that a message will never be disclosed to or be read by others beyond its original intended recipients. E-mail messages may be read by other School employees or outsiders under certain circumstances, similar to the circumstances under which Saltus may need to access your other business files and information. While it is impossible to list all of the circumstances, some examples are the following:

- during regular maintenance of the e-mail system;
- when Saltus has a business need to access the staff member's mail box;
- when Saltus receives a legal request to disclose e-mail messages from law enforcement officials or in legal proceedings; or
- when Saltus has reason to believe that the staff member is using e-mail in violation of School policies, including the unauthorized loading of software.

### **Deletion of Messages by User**

Saltus discourages the storage of large numbers of e-mail messages. Retention of messages fills up large amounts of storage space on the network server and it can slow down performance. In addition, because e-mail messages can contain School confidential information, it is desirable to limit the number, distribution and availability of such messages. As a general rule, if a message does not require specific action or response on your part, you should delete it promptly after reading it. If the content of the message needs to be saved for longer than a week, it should be placed in a folder, archived to a local hard disk or diskette or printed out and saved in the appropriate file. Please review your messages every week and delete those that are not needed.

### **Password and Encryption Key Security and Integrity**

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail. All system passwords and encryption keys must be available to School management, and you may not use passwords that are unknown to the Information Systems Manager or install encryption programs without turning over encryption keys to the Information Systems Manager. No e-mail or other electronic communications may be sent which attempt to hide the identity of the sender, or represent the sender as someone else or from another company.

### **Responsible Internet Use**

Network services and World Wide Web sites can and do monitor access and usage and can identify which entity (and often which specific individual) is accessing their services. Thus accessing a particular bulletin board or Website leaves company-identifiable electronic "tracks" even if the employee merely reviews or downloads the material and does not post any message. Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line service or Internet) are statements identifiable and attributable to our School. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with Saltus, and the statement might still be legally imputed to Saltus. All communications sent by employees via a network must comply with this and other School policies, and may not disclose any confidential School information.

### **Copyright Infringement**

The ability to attach a document to an e-mail message for distribution increases the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through e-mail system. Accordingly, you should not copy and distribute through the e-mail system any copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) unless you have confirmed in advance from appropriate sources that Saltus has the right to copy or distribute such material. Any questions concerning these rights should be directed to the Headmaster.