



## Acceptable Use Policy (Employee)

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### I. Board Policy

The Summit Academy Board of Trustees recognizes the need for a policy governing use of school computers and Internet Use. The Board delegates to the Administration responsibility for implementing the policy according to the established guidelines.

### II. Guidelines

- A. Employees must sign Summit Academy's *Employee Acceptable Use Policy for Computer and Internet Use*. Computers, computer files, the e-mail system, software and documents furnished to employees are property intended for educational use.
- B. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.
- C. Summit Academy prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.
- D. Summit Academy purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Therefore, employees may only use software according to the software license agreement. Summit Academy prohibits the illegal duplication of software and its related documentation, including proprietary documentation.

### III. Violations

Employees should notify the Administration upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.