

Acceptable Use of Equipment Policy for Northside Charter High School Staff

Purpose

The purpose of this Acceptable Use of Equipment Policy is to establish guidelines for the responsible and ethical use of Northside Charter High School (NSCHS) equipment by its employees. This policy applies to all NSCHS employees, including faculty, staff, and administration.

Scope

This policy covers all NSCHS equipment, including but not limited to computers, laptops, tablets, smartphones, software, network access, and other electronic devices. This policy also applies to the use of personal equipment when accessing NSCHS data, networks, or systems.

Policy

NSCHS employees are responsible for using NSCHS equipment in a manner that is consistent with the following guidelines:

- **Legal and Ethical Use:** NSCHS equipment shall be used for legal and ethical purposes only. Employees shall not use NSCHS equipment to engage in any illegal or harmful activities, including but not limited to hacking, piracy, or copyright infringement.
- **Protection of Confidential Information:** Employees shall not access, disclose, or use any confidential information without proper authorization. Confidential information includes but is not limited to student records, employee records, financial information, and proprietary information.
- **Protection of NSCHS Property:** Employees shall take all reasonable precautions to protect NSCHS equipment from damage, loss, or theft. Employees shall not use NSCHS equipment for personal gain or for any purpose that is not authorized by NSCHS.
- **Appropriate Use of Networks and Systems:** Employees shall not use NSCHS networks or systems in a manner that could disrupt or damage NSCHS operations or the operations of others. Employees shall not use NSCHS networks or systems to access or distribute inappropriate or offensive content.
- **Compliance with Licenses and Agreements:** Employees shall comply with all applicable licenses and agreements related to NSCHS equipment. Employees shall not install or use any unauthorized software on NSCHS equipment.
- **Reporting of Violations:** Employees shall report any suspected violations of this policy to their supervisor or to the NSCHS IT department.

Unacceptable Use

Users must not intentionally access, create, store, or transmit material which NSCHS may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee, volunteer/director, contractor, consultant, or temporary employee of NSCHS authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing NSCHS owned resources.

System and Network Activities

The following activities are prohibited by users, with no exceptions:

- Introduction of malicious programs into the network or server (e.g., viruses, worms, phishing , e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Attempting to access any data, electronic content, or programs contained on NSCHS systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of NSHCS IT Department.
- Installing or using non-standard shareware or freeware software without NSCHS IT approval.
- Installing, disconnecting, or moving any NSCHS owned computer equipment and peripheral devices without prior consent of NSCHS's IT Department.

Enforcement

NSCHS may take disciplinary action, up to and including termination of employment, against employees who violate this policy. NSCHS may also revoke access to NSCHS equipment and networks for employees who violate this policy.

Review and Updates

This policy will be reviewed and updated as needed to reflect changes in technology, NSCHS policies, or applicable laws.

Effective Date

June 2024