
ACCEPTABLE USE OF TECHNOLOGY POLICY

Sage Oak Charter Schools (“School”) adopts this Acceptable Use of Technology Policy to recognize that technological resources enhance employee performance by offering effective tools to assist in providing a quality and safe instructional program; facilitating communications with parents/guardians, students, and the community; supporting school operations; and improving access to and exchange of information. The School expects all employees to learn to use the available technological resources that will assist them in the performance of their job duties and will provide professional development as needed in the appropriate use of these resources.

The School permits employees to use its technology and communication systems, including email, phones, voicemail, digital school programs, and internet, subject to the following:

1. The technology and communication systems provided by the School are the property of the School. All electronic communications, including all emails, software, databases, hardware, and digital files, remain the sole property of the School and are to be used only for School business. Employees have no reasonable expectation of privacy in their use of such technology and communications.
2. The School may periodically assign and/or change passwords and personal codes for voice mail, email and computer. The School reserves the right to override any such password system at any time at its sole discretion, with or without cause.
3. The School will allow some minimal personal use by employees if such use does not disrupt or interfere with the employee’s timely performance of job duties and is consistent with law and School policy. The following exceptions remain in place:
 - a. The School reserves the right to require authorization prior to the installation of software on a School computer and/or mobile devices.
 - b. With School approval, employees may use personal passwords for purposes of security, but any employee’s use of a personal password does not affect the School’s ownership of the electronic information.
 - c. All electronic information created by any employee using any means of electronic communication is the property of the School and remains the property of the School.
4. School technology and communication systems are not to be used in any way that may be disruptive, offensive, harmful to morale, engages in copyright or trademark infringement, and otherwise violates the law or school policy. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.

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Employees must not attempt to gain access to another employee's or third parties' personal files, email, or voicemail without express permission given. As the technology and communication systems are the property of the School, it will retain a copy of all employee-used passwords. Employees may not use passwords or security measures unknown to the School. System security features, including passwords and delete functions, do not neutralize the School's ability to access any digital records at any time. Employees must be aware that the possibility of such access always exists. The School reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of School policy or any law occurs.

5. Employees should not use personal phones, voicemail, email, and text messages for School-related communications, as such use may subject the employee's personal accounts and devices to disclosure under the Public Records Act. School-related communications must only take place using School-issued communications and technology systems.
6. Access to the Internet, websites, and other types of School-paid computer access are to be used for School related business. Any information about the School, its products or services, or other types of information that will appear in the electronic media about the School must be approved by the Executive Director or designee before the information is placed on an electronic information resource that is accessible to others.
7. Employees shall report any security problem or misuse of school technology to the Executive Director or designee.

Safety and Security

Ensuring the safety of students and staff while participating virtually in school sponsored activities is of the utmost importance to the School. In that effort, the School will establish safety protocol and security settings for online platforms utilized for meetings and instruction. It is the School's responsibility to develop, train and implement expectations for staff and students that ensures a safe online experience. It is the staff and student's responsibility to uphold and comply with the School's expectations to ensure the safety of all participants while meeting virtually.

Social Media

The School supports the use of social media and online platforms (including websites, blogs, and forums) by staff members to assist in their professional duties and to create an online presence that facilitates staff, parent/guardian, students, and community communication. All communications with students through social media, or other online platform, should be limited

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to matters directly related to the employee's professional duties. Staff must exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property, including through digital communication. Use of social media for personal use during School time or on School equipment is prohibited.

Employees must avoid posting any information or engaging in communications that violate state or federal laws or School policies. Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the School. Employees may not act as a spokesperson for the School or post comments as a representative of the School, except as authorized by the Executive Director or designee. When authorized as a spokesperson for the School, employees must disclose their employment relationship with the School. The use of the School logo(s) on a social media site or elsewhere must be pre-approved by the Executive Director or designee.

Any employee who is found to have neglected or misused the School's property will be subject to disciplinary action up to and including termination. If an employee's misuse of the School's property damages the property, the School reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of the School's property is grounds for immediate termination and possible criminal action. Inappropriate use of school technology may result in cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law.

Upon employment and whenever significant changes are made to the School's policy, employees shall be required to acknowledge that they have read and agree to the policy.