

Approved: June 27, 2013

**POLICY FOR EMAIL, COMPUTER, INTERNET, VOICE MAIL AND OTHER
ELECTRONIC SYSTEMS**

Email and Internet access are made available to employees of PCCS specifically for educational and business communications and information. Therefore, the content of all messages, documents and files transferred via PCCS's email system and the content of Web pages accessed over the Internet should be directly related to the business of PCCS.

Email System

The primary purpose of the email system is to facilitate timely communications with PCCS staff, students, families and other business associates of PCCS. All aspects of the email system, including software, passwords and the contents of the email messages themselves are the property of PCCS. All data files, email messages and other information contained in the system belong to PCCS. All work produced using the systems is the property of PCCS.

PCCS Property

All work product, whether on paper, phone mail or electronic, is the property of PCCS and constitutes business and educational records of PCCS. These records may be audited by government agencies, subpoenaed into court or disclosed pursuant to state or federal law, and should reflect the professionalism of PCCS and the employee.

Access and Monitoring

PCCS has the right to access each employee's computer, computer files, disks and to intercept, monitor and review all email messages which are received by or distributed from any PCCS-owned computer. Email messages that have been deleted from workstation computers may remain on back-up tapes in the custody of PCCS. Email and other electronic documents may be subpoenaed or requested for disclosure pursuant to state and/or federal law just like paper documents.

Improper use of the email system, including the use of profanity, vulgarity and off-color comments, or the receipt, distribution or duplication of any document which contains materials considered offensive or harassing, is not permitted by PCCS policy. Care should be taken that the quality of all email correspondence meets the same professional standards as other written correspondence. Format, spelling and conciseness are just as important with email as other forms of communication.

Anti-Harassment and Inappropriate Use

Voice-mail and email messages or computer "downloading" containing foul, offensive language, sexual content, racial, ethnic, religious or other discriminatory slurs are prohibited. Employees may not use the computer or other communication systems to solicit or proselytize for religious, charitable, commercial or political purposes.

Licensed Software

Only legally licensed software may be used on the systems. PCCS does not own all software or

its related documentation, and, unless authorized by the software vendor or developer, does not have the right to reproduce either the software or its documentation. All software must be used in accordance with the software license agreement. Employees must not make, acquire or use unauthorized copies of computer software in connection with their employment or their use of PCCS systems, including PCCS files and data.

Internet Access

The purpose of the Internet is to access information directly related to the business of PCCS. In compliance with the law may install software which limits or disallows access to Web sites which are deemed inappropriate and/or unrelated to PCCS business. In addition, PCCS may install software which tracks each employee's activity on the Internet and maintain this log for as long as is deemed necessary. The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not received authorization for its use, it should not be on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Improper use of the Internet, including accessing sites for non-business or non-educational (personal) purposes; accessing sites which use profanity, vulgarity and off-color language; or accessing sites which contain materials considered offensive or harassing, is not permitted.

Personal Use Exceptions May Be Granted

Personal use of email or the Internet is generally not allowed. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to PCCS or otherwise violate this policy.

Security

The computer and network systems - and the data on those systems - are critical to the conduct of PCCS business. Security of those systems and data is a responsibility of all employees. Therefore, employees should not disclose anyone's password (including their own) or enable unauthorized third parties to have access to or use the system, or in any way jeopardize the security of the systems. Employees should notify their supervisor upon observing or learning of any violation of this policy.

Acknowledgment and Authorization

I understand that PCCS monitors the computer, Internet, cell phone and all other electronic usage of all employees and has the ability to do so at any time, including viewing my work, email, Internet usage and any other usage at the time it is occurring, and that copies of my usage and any messages received by me may be made at the time of usage or anytime thereafter and are the property of PCCS. I understand and agree that PCCS and systems network administrators and Information Technologist (IT) consultants (agents) may consent to a law enforcement agency's search and retrieval of information. I understand that PCCS keeps an archived record of all electronic usage, including use of my personal electronic accounts which are accessed using PCCS's computer and Internet access. I authorize PCCS and its agents and systems network

administrators to engage in this monitoring and to intercept, inspect, retrieve, download, copy, disclose, disseminate and use any and all information or messages sent or received, whether of a business or a personal nature, from my internal computer system and Internet usage, any PCCS telephones, cell phones or any other PCCS electronic devices or records.