

JKHA/RKYHS Supplementary Policy:

Safe and Appropriate Use of Computers and the Internet

JKHA/RKYHS makes Equipment and Resources (as defined below) available to employees and students (collectively, “Users”) for educational purposes, instruction, research, to facilitate communication, School business and other School-related purposes. This policy applies to all employees and students at all times when using any Equipment and/or Resources and when creating, receiving, reviewing, or storing any Communications.

As a condition of the privilege granted to him/her to have access to JKHA/RKYHS’ Equipment and Resources, each time an employee or student uses any of the School’s Equipment or Resources, he/she is acknowledging and agreeing to comply with the terms of this policy.

For purposes of this policy, the following definitions apply:

- “Equipment” means computer hardware and peripherals, including lap tops, desk tops, tablets, and all other varieties, telephones and any related physical property.
- “Resources” means a computer network, communications network, computer software including all software located on or through any Equipment, e-mail or other forms of information transmission, as well as Internet access, including WiFi, and all computer files created, stored or located on any Equipment or other Resources.
- “Communications” means e-mail, and all other electronic messages, communications, and content created on, sent to, received, opened, viewed or stored on, downloaded to or deleted from any of the School’s Equipment and/or using any of the School’s Resources, regardless of whether an employee sent or received the communication(s), including all attachments and imbedded links.
- The School’s Equipment, Resources and Communications means that which the School owns and/or makes available for use by employees and/or students.

Monitoring

All of the School’s Equipment, Resources and Communications are the sole and exclusive property of JKHA/RKYHS. JKHA/RKYHS reserves the right to monitor and review all Communications and use of its Equipment and Resources at any time and for any reason, including ensuring that employees and students are using its Equipment and Resources responsibly. Users should not expect that any communications using any of the School’s Equipment or Resources will be private. As a condition of the privilege granted to him/her to have access to JKHA/RKYHS’ Equipment and Resources, each time an employee or student uses any of the School’s Equipment or Resources, he/she is acknowledging and consenting to the School monitoring any such usage.

The School assigns each employee and each RKYHS student an e-mail address to use for all School communications. Employees shall use their School-provided e-mail address and shall not use a personal email address when conducting any School-related business and activities.

Communications

All Communications are not confidential transmissions between the sender and the intended recipient. Employees and students should use the School's Equipment and Resources only for official purposes associated with School-related business and activities, and should exercise the same care and attention to creating Communications covered by this policy that they would use in preparing any other written or oral communications, including with regard to grammar, spelling and courtesy to others. Communications may be subject to disclosure in a civil, criminal or administrative legal action and may be introduced as evidence in an appropriate proceeding.

All employees and students are responsible for all content of all Communications and Resources which they create, copy, edit, download, review or save while using the School's Equipment and/or Resources. Users may not transmit any Communications under an alternative, fictitious, or assumed name, and may not attempt to obscure the origin of any message. Users may not publish information on the Internet using the School's Resources and/or Equipment, which violates or infringes upon the rights of others, including copyrights, trademarks, privacy rights, and the right to be free from harassment and discrimination.

The School's policies regarding Non-Discrimination, Equal Opportunity, Workplace Harassment, and Prevention of Workplace Violence apply to the use of Equipment, Resources and Communications in the same manner that they apply to other School-related conduct or communications. Employees and students may not transmit any inappropriate Communications or intentionally access or download from Internet sites which display or offer for download content, which is inappropriate.

Inappropriate Communications

Communications and Internet content are inappropriate if they are or contain statements or materials which are: fraudulent, sexual in nature, obscene, offensive, libelous, hateful, discriminatory, threatening, abusive, or harassing, to anyone, including to the School, its employees, students, parents, volunteers, benefactors and other persons, regardless of whether of how they are associated with the School. Communications and Internet content also are inappropriate if they contain statements or materials that include profanity, private or personal information about persons other than the author, personal insults or attacks, chain letters, anything encouraging illegal conduct, or any viruses or other harmful computer code. All Users should verify the integrity of any information found on the Internet to ensure the information is accurate and valid before using or relying upon it.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), JKHA/RKYHS blocks or filters content over the Internet that JKHA/RKYHS considers inappropriate for minors. This includes pornography, obscene material, excessively violent material, and other material that may be harmful or inappropriate for to minors. JKHA/RKYHS may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to

the network. JKHA/RKYHS may, in its discretion, disable such filtering for certain Users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act (“FERPA”) prohibits school officials from disclosing personally identifiable information (“PII”) from education records of students and families to third parties without parental consent, subject to limited exceptions as provided by law.

Users should ensure that when sending an e-mail that includes or attaches confidential information, that they send the e-mail only to authorized persons and only to the intended recipients.

Prohibitions

The School maintains a website and uses other on-line social media and communication services. All on-line postings on behalf of JKHA/RKYHS, whether to the School’s website or any other Internet location, shall be subject to the provisions of this policy as well as the portion of this policy regarding Social Media and Internet Postings.

Employees and students may not use the School’s Equipment and Resources for personal profit or gain or to solicit anything, except if authorized and done to benefit the School. An employee’s or student’s use of the School’s Equipment and Resources must not interfere with employee productivity, or learning or educational activities or the School’s operations. Nothing in this policy shall limit any employee’s right to create or send any Communications on non-working time (including breaks and meal breaks) concerning wages, hours of work and working conditions at JKHA/RKYHS.

Employees and students may not use any of the School’s Equipment and Resources to make on-line purchases of goods, services, fee-based downloads or subscriptions, nor charge any on-line purchases in the School’s name or to its account, except in the ordinary course of an employee performing his/her job duties and by an employee or student for the benefit of the School with proper authorization. The School assumes no responsibility for the payment of charges incurred in violation of this policy. Any User, who makes on-line purchases in violation of this policy, will be held responsible for all charges incurred, in addition to being subject to disciplinary action.

Notwithstanding the School’s right to read and retrieve any Communications, employees and students should not try to access any Communications not addressed to or originating from them, and should treat all such Communications as confidential. Very limited exceptions shall exist for School administrators conducting an authorized investigation, and persons providing assistance to them.

Safeguards

JKHA/RKYHS is not responsible for unauthorized Communications, Resources, materials and/or content obtained with the School's Equipment and/or Resources or viewed or saved on its Equipment or Resources, which are in violation of this policy. Users, who encounter inappropriate Internet content, which is not necessary to the legitimate purposes associated with the School immediately should use the "Back" control to return to the preceding screen or should close the tab or window on which the offending content appeared. The School reserves the right, but is not obligated, to install content filtering software to protect against intentional or unintentional accessing of inappropriate information or sites, and to preclude other intentional violations of this policy.

To protect the School's Equipment and Resources from viruses and other harmful or offensive files, Users should not open any Communications, which have not first been checked by the School's virus-protection software, or which do not come from a source known to the User. Employees and students shall exercise restraint and discretion when using the School's Equipment and Resources, with respect to the size of files sent or downloaded or copied, and the number of designated recipients.

Users may not load or download ANY software, including any commercial, shareware and freeware software, onto any the School's Equipment or Resources. Further, employees and students are expressly prohibited from using Equipment and/or Resources to make illegal copies of licensed or copyrighted software. Copyrighted software must be used only in accordance with its license and purchase agreement.

Violations

JKHA/RKYHS reserves the right to terminate any User's access to JKHA/RKYHS Equipment and Resources, including access to School e-mail and file storage, at any time. Employees who violate any provision of this policy will be subject to disciplinary action, which may include termination from employment.

If a student violates this policy, appropriate disciplinary action will be taken. If the School revokes a student's access to JKHA/RKYHS' Equipment, Resources and Communications, the student shall not be penalized academically, and JKHA/RKYHS will ensure that the student continues to have a meaningful opportunity to participate in the educational program.