

ELECTRONIC AND TELEPHONE COMMUNICATIONS POLICY

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Bonneville Academy and, as such, are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, computers, the school's email system, the Internet, and copy machines for private purposes is strictly prohibited.

Use of the Internet includes all restrictions that apply generally to the use of the school's email and other electronic and telephonic equipment, as noted above. In addition, the following Internet usage rules apply:

- ***No browsing of restricted content web sites:*** The school may block access to websites that contain pornographic material. However, the Internet changes on a daily basis, and users who find new sites that have not yet been blocked are required to report such sites to the appropriate individuals in the school's Technology Department. Browsing websites containing pornographic material, or downloading pornographic material via the Internet is never permitted and doing so will lead to termination.
- ***No downloading of non-business related data:*** The school allows the download of files from the Internet, but limits downloads to those directly related to school business.
- ***No downloading of application programs:*** The school does not permit the download or installation of application software from the Internet onto school computers. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard school applications.
- ***No use of subscription-based services without prior approval:*** Some Internet sites require that users subscribe before being able to use them. Users should not use school funds to subscribe to such services without the express approval of the school administration or Board.

None of the above items are meant to prohibit a teacher or member of the administration from creating a personal website to communicate information regarding assignments and classroom activities. However, these websites may not contain any personal student information, including pictures.