



**Official Procedure  
of  
Ogden Preparatory Academy**

**9. Information Technology**

**9.03.PRC.1 Electronic and Telephonic Communications**

**Effective/Revision Date:** 4/11/2016

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All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of OPA 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, telecopiers, computers, the Company's E-mail system, the Internet, and copy machines for private purposes is strictly prohibited. Employees should have no expectation of privacy.

Employees using OPA equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized OPA representative. All pass codes are the property of OPA. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to OPA. Moreover, improper use of the E-mail system (e.g., spreading offensive jokes or remarks, including the Internet), will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with OPA's legitimate business interests, authorized representatives of OPA may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind. This may also include listening to stored voice-mail messages.

OPA may provide access to the Internet. The Internet represents a useful tool for the Company in conducting its business, but like any other tool, it must be used properly. For purposes of this policy, Internet includes any public electronic data communications network.

Internet E-mail offers broadly similar capabilities to other Company E-mail systems, except that correspondents are external to OPA. External E-mail messages may carry one or more attachments. An attachment may be any kind of computer file, such as a word processing document, spreadsheet, software program, or graphic image.

Just as OPA has an official Internet Web site, so do other organizations. Most public Web sites are "read only", meaning that they permit a person who visits the site to read material posted on the Web site but not to leave a message. Other Web sites permit visitors to establish continuing contact by leaving a message (the electronic equivalent of leaving your business card or a telephone message). The owner or operator of a Web site may record the information that a connection was made from OPA Company.

As a general rule, employees may not forward, distribute, or incorporate into another work, material retrieved from a Web site or other external system. Very limited or “fair use” may be permitted in certain circumstances. Any employee desiring to reproduce or store the contents of a screen or Web site should contact the Administrator to ascertain whether the intended use is permissible.

Use of the World Wide Web includes all restrictions, which apply generally to the use of the Company’s E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

1. No Browsing of Restricted Content Web sites: The Company may block access to Web sites that contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new sites, which the Company has not yet blocked, are required to report such sites to the appropriate individuals in the Company’s Technology Department. Browsing web sites that contain pornographic material is never allowed and doing so will lead to dismissal. Also, no employee is allowed to download pornographic material via the Internet.
2. No Downloading of Non-Business Related Data: The Company allows the download of files from the Internet. However, downloading files should be limited to those that relate directly to Company business.
3. No Downloading of Application Programs: The Company does not permit the download or installation of application software from the Internet on Company computers. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard Company applications.
4. No Participation in Web-based Surveys without Authorization: When using the Internet, the user implicitly involves the Company in his/her expression. Therefore, users should not participate in Web or E-mail based surveys or interviews without authorization.
5. 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 subscribe to such services without the express approval of management.
6. No Violation of Copyright: Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws, which apply to print media, still apply to software and material published on the Internet. Employees are permitted to print out Web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of “fair use”. Please do not copy or disseminate material that is copyrighted. Employees having any questions regarding such materials should contact the Administrator for guidance.

As a condition of employment and continued employment, employees are required to sign an E-mail and voice mail acknowledgment form (see sample form following this policy statement). Applicants are required to sign this form on acceptance of an employment offer by OPA. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

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