

## **7.2 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 Vanguard 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 E-mail system, the Internet, and copy machines should be limited to those which relate directly to school business.

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

- **No Browsing of Restricted Content Web sites:** The school may block access to Web sites which contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new sites which the school has not yet blocked are required to report such sites to the appropriate individuals in the school's Technology Department. Browsing web sites that contain pornographic material are never allowed and doing so will lead to termination. Students are not allowed to download pornographic material via the Internet.
- **No Unauthorized Use of Subscription-based Services:** 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 the school Technology Specialist.

None of the above items are meant to prohibit a teacher or member of administration from creating a personal website that can be used to communicate information regarding assignments and classroom activities. These websites may not contain any personal student information, including pictures without prior parent approval.

Approved: 08/15/2015