

EMPLOYEE COMPUTER USE

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I. PURPOSE

Lakes International Language Academy (the school) provides extensive technological, computer and multimedia equipment to faculty and staff for the purpose of enhancing and facilitating teaching, work-related productivity, and professional development. The equipment is to be used for purposes that are consistent with the role and mission of the school. School computers can also be for limited personal use, provided laws and expectations are met. Those using school equipment are expected to responsibly care for it, modeling acceptable behavior for students.

II. EXPECTATIONS FOR USE

- A. Technology hardware and media/software that is provided for staff use is the property of the school and is not to be copied, altered, or distributed without authorization.
- B. All software may only be installed on school computers and devices by the Technology Coordinator or as designated by the Executive Director.
- C. All content accessed and loaded onto the school computers shall adhere to the approved copyright guidelines.
- D. The school is responsible for the content of all computers on its network. Information systems will be monitored as deemed necessary and appropriate.
- E. Each staff user will be issued a password for use of the email, network, and computer. This password should not be shared with students, other staff, or persons outside of the school, for security purposes.
- F. Staff will read and refer to Policy 316 *Internet Acceptable Use and Safety*.

III. COMPUTER CARE AND LOSS PREVENTION

- A. Cleaning: Computer/technology equipment shall be cleaned as designated by the Technology Coordinator. Be aware that liquids and cleaning solutions can leak into the keyboard and irrevocably damage the electronics.
- B. Do not put stickers on school computers or technology equipment. Sticker residue is difficult to remove.
- C. Keep food, beverages and other damaging liquids away from school computers.
- D. When storing computers off campus, do not keep in an exposed or visible place, such as your vehicle, where it could be stolen. Lock up computers when possible.
- E. If a computer is damaged or stolen, staff may be liable for the cost of repair or replacement, up to the cost of the insurance deductible.

IV. COMPUTERS AND STORED CONTENT

- A. Computers are the property of the school, and thus the State of Minnesota, and can be accessed and searched by the State of Minnesota or others on its behalf, and also as a result of litigation or public data requests. Personal content, including emails and other communications, may be subject to disclosure. Because the computers are state property, users should have no expectation of privacy.

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- B. Employees or others using a school computer or other device may not use it to lobby or influence a certain outcome in an election, including levy ballot questions. Staff may be politically active but may not use school property or resources to support work as or for a political candidate or election outcome. Staff may encourage people to vote, but not for who or what they should vote.
- C. Staff should refer to Policy 228 *Credit Card User* for instructions and precautions related to online purchasing using the school credit card and school computers.
- D. Staff who have placed online orders with their school computers and are traveling out of the state with their computers should contact the school's Technology Coordinator prior to leaving, so that credit card history information can be deleted.
- E. Periodic cleansing of cache and stored information is recommended, such as "cookies", log in information or other security-related information.

V. PERSONAL COMPUTERS FOR SCHOOL BUSINESS

- A. Personal computers may be used for school business provided they have updated and effective virus and malware protection, browsers are updated frequently, and users periodically flush their history and cache.
- B. When at the school, the school's firewall adds another level of onsite security.

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