EPIC Technology Acceptable Use Policy

EPIC believes in the educational benefits to students and employees through access to various online services. The intent of EPIC is to provide access to the Internet and online services in order to further the goals and objectives of its services.

Employees, staff and students of EPIC programs will follow these network etiquette guidelines while using technology:

1. Be polite. Do not write or send abusive messages to others.
2. Use proper English and appropriate language; do not swear; do not use vulgarities or other inappropriate language.
3. Do not reveal personal information about another individual without their permission, including pictures and phone numbers.
4. Notify the appropriate authority of any dangerous or inappropriate information or messages encountered.
5. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

Employee/Staff/Student User Responsibilities

As the user of technology resources provided by EPIC Programs, each employee must read, understand, and accept the following rules and guidelines stated in this section.

1. I understand that all technology use must be for educational/work purposes, whether on school property or at another location.

- I will use EPIC technology resources and telecommunications for purposes that support the program goals.
- I will not allow any non-EPIC staff member to use my assigned devices at any time.
- I will not use EPIC technology to view, create, modify, or disseminate obscene, objectionable, violent, pornographic, or illegal material.
- I will not use EPIC technology for commercial or for-profit purposes that include, but are not limited to, home, businesses, gambling, advertising, political lobbying, or soliciting.
- I will not use EPIC technology to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.

2. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of these data.

- I will log off, lock or shut down the computer when not using it and/or I leave my work area.
- I will not allow students, parents, or unauthorized people access to my accounts or sensitive information.
- I will not reveal any personal information about any student or employee while on the Internet. This information includes but is not limited to home address, telephone number, and age.
- I will not attempt to learn other employees' passwords without their permission.
- I will not copy, change, read, or use files that belong to other employees without their permission.

3. I understand copyright laws protect a variety of materials including those found on the Internet.

- I will not install any unauthorized software, on EPIC equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.

4. I understand the importance of maintaining the technology that I use for my job.

- I will not attempt to bypass or disable any security or antivirus software installed on my computer or on the network.
- I will inform the IT Manager about problems with technology and follow the work order process.
- I will maintain my computer by allowing periodic updates when prompted, including Windows, Office and antivirus updates.
- I will protect my data by backing up periodically and/or keeping all files in OneDrive.
- I will not remove or attach any devices to the network without the prior approval of the EPIC IT Manager.
- I will not knowingly create or introduce any virus to EPIC equipment.

User Responsibilities for Employees Who Supervise Students Using Technology

1. A staff member is required to be present and able to provide adequate supervision when any student is using the Internet or network resources.
2. All student use of the Internet must be authorized by an EPIC educator and must support the educational learning goals and objectives.
3. As part of all Internet lessons and periodically during other technology lessons, acceptable use of technology and telecommunications should be reviewed.
4. All students must have a signed EPIC Acceptable Use Agreement Form on file at their location before they can access any technology.
5. Staff members who observe a student violating the EPIC Acceptable Use Policy must report the student to an administrator according to the procedures in place at their site.

All EPIC employees who use technology on the job are required to acknowledge they have read and understand the rules and regulations shown above. A copy of this signed agreement will be placed in the employee's personnel file.

Employee First and Last Name (please print) _____

I have read the EPIC Technology Acceptable Use Policy and agree to follow the rules and regulations shown above. I understand that failure to comply with the above rules as a user and/or a supervisor may result in revocation of access privileges and/or disciplinary actions involving local, county, state or federal agencies. Further, I understand that I should assume no privacy in relation to email correspondence or files included in my Office 365 account.

Employee Signature_____ Date_____