



Acceptable Use Policy

Policy Number: 7104

I. Board Policy

The Summit Academy Board of Trustees recognizes the need for a policy governing use of school computers and Internet Use. The Board delegates to the Administration responsibility for implementing the policy according to the guidelines established.

II. Guidelines

- A. Employees must sign Summit Academy's **Employee Acceptable Use Policy for Computer and Internet Use**. Computers, computer files, the e-mail system, software and documents furnished to employees are property intended for educational use.
- B. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.
- C. Summit Academy prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.
- D. Summit Academy purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Therefore, employees may only use software according to the software license agreement. Summit Academy prohibits the illegal duplication of software and its related documentation, including proprietary documentation.
- E. Employees must use Summit Academy issued computers and technology in all classroom settings.
 - a. School data or internal files must be kept within Summit Academy approved systems. **Do not download, copy, or move school data to personal devices or unapproved platforms or apps.**
 - b. Personal devices **should not** be used in a teaching environment.

III. Violations

Employees should notify the Administration upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

IV. Attachments

Employee Network Acceptable Use Policy

V. Revision History and Approval Date

Effective: May 2007

Version 2: November 2015: Revision

Version 3: March 19, 2026: Update to formatting and Addition of parameters outlined in II.E.