



# Good Foundations Academy

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## Network Use Policy

### Purpose

Good Foundations Academy (the “School”) recognizes the value of computer, Internet, and other electronic resources to improve student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students and employees to use. Because of the potential harm to students, employees, and the School from misuse of these resources, the School requires the safe and responsible use of computers, its network, and all other electronic resources. The School adopts this policy governing employee use of the School’s network and other electronic resources and requires employees to agree to these terms.

### Policy

#### At-Will Employment

Nothing in this policy is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

#### The School’s Rights

It is the School’s policy to maintain an environment that promotes safe, ethical, and responsible conduct in all activities involving the use of the School’s network and other electronic resources. The School recognizes its legal and moral obligation to protect the well-being of students in its charge and to preserve the integrity of its network and electronic resources. The School’s rights in connection with its network and electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School’s network or electronic resources are the School’s property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.

4. The School may monitor all user activities on the School's network and electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network and electronic resource usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's network or other electronic resources for those who do not abide by this policy or other direction governing the use of the School's network and electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from the School's network or any of the School's electronic resources.
9. The School may adopt or implement additional policies or guidelines regarding acceptable use of its network or other electronic resources.

#### Employee Responsibilities for Student Use of Electronic Resources

Employees who supervise students, control the School's network or electronic resources, or otherwise have occasion to observe student use of electronic resources shall make reasonable efforts to monitor the use to assure that the use conforms to the mission and goals of the School and to any acceptable use policy or computer use agreement governing student use of the School's network or electronic resources. Employees should make reasonable efforts to become familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

#### User Responsibilities

Use of the School's network, computers, and other electronic resources provided by the School is a privilege intended to help employees fulfill their responsibilities and promote the School's mission and vision. To maintain this privilege, users must agree to comply with all the provisions of this policy. Employees are responsible for any School electronic resources issued to them and may be held responsible for any inappropriate use, regardless of the user.

Users who are aware of any violation of this policy by any employee should report the violation to the Director. Violation of this policy is grounds for discipline, up to and including termination. The School may also notify law enforcement of serious violations, as appropriate, and such actions may subject an employee to criminal penalties.

#### Acceptable Use

Standards for acceptable use of the School's network and electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of School computers and other electronic devices, use of e-mail, and use of the School's network

and Internet service, whether inside or outside the School, must be consistent with the School's mission.

2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees, and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's policies and employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from the School, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit exemplary behavior when using the School's network and electronic resources in order to professionally represent and preserve the image of the School.
8. Users must take reasonable precautions to protect the School's computer equipment and other electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets.
9. From time to time, the School will make determinations on whether specific uses of the School's network and electronic resources are consistent with the intent of this policy.

### Unacceptable Use

The following uses of the School's network and electronic resources are prohibited:

1. Excessive use of the School's network or other electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social media sites for non-academic purposes.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Use of personal electronic devices that are connected to the School's network without appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of student data in violation of R277-487, Utah student data privacy and security laws, and the Family Educational Rights and Privacy Act.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.

10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the School's network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Director or his/her designee.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit, or otherwise inappropriate material (as determined by the Director).
15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Director or his/her designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.
22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Director or his/her designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

## Disclaimer

1. To the extent allowed by law, the School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, *et seq.*), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
  - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; or
  - b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

## Privacy

Use of and access to the School's network and other electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received, or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this policy.

## Network Use Policy Agreement

I hereby certify that I have read and fully understand the contents of this policy. Furthermore, I have been given the opportunity to discuss any information contained herein or any concerns that I may have. I understand and agree that my employment and continued employment is based in part upon my willingness to abide by this policy and any associated procedures and rules. I acknowledge that the School reserves the right to modify or amend this policy and the associated procedures and rules at any time, with or without prior notice. I acknowledge and agree that this policy does not create any promises or contractual obligations between the School and its employees and that my employment with the School continues to be at will. My signature below certifies my knowledge and acceptance of, agreement with, and adherence to this policy and the corresponding procedures and rules regarding use of the School's network and other electronic resources. I acknowledge and agree that violation of this policy or any of the procedures or rules may be grounds for discipline, up to and including termination.

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Employee Signature

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Employee Name

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Date