

## **Houston Gateway Academy's (HGA'S) Computer System and Internet Policy**

As part of HGA's commitment to the utilization of new technologies, employees may have access to HGA's computer, technology, electronic mail, and telecommunications systems (collectively, "HGA's computer System") and the Internet. In order to ensure compliance with copyright law, and to protect HGA's System against computer viruses, security breaches (such as unauthorized intrusions by computer hackers) and other unauthorized use, the following Computer System and Internet Policy is effective immediately.

1. HGA's Computer System, including, but not limited to, its electronic mail system (the "E-Mail System"), is the property of HGA.
2. Employees may have access to the Internet through HGA's computer System. Employees may access and use the Internet and HGA's Computer System (including, but not limited to, the E-Mail System) only for educational purposes in the furtherance of official HGA business, except for occasional personal use after hours of compliance with HGA's computer System and Internet Policy.
3. Each personal electronic mail message transmitted by an employee over the E-Mail System shall clearly reflect the fact that it contains only the employee's own personal views and not the views of HGA. Use of the "AutoSignature's", corporate, school, and/or similar employment in the signature section of email, which is personal in nature, is prohibited.
4. Employees may have access to the Internet through HGA's Computer System. Subject to any exceptions specifically provided herein, use of the HGA Computer System and access to the Internet through the HGA Computer System shall be for official use only. Employees are authorized to utilize their email account to send and receive email not related to official HGA business.
5. Use of the HGA e-Mail System to send attached, or otherwise included files which exceed 1 MB(1,000,000 bytes) in size individually or aggregate to a distribution list, group or of HGA employees or any others within the HGA's network totaling more that (5) recipients is prohibited in the items(s) being sent is unsolicited or non-official in nature. Repeated emails with similar attachments to groups less that five (5) shall not defeat the provisions of this section.
6. No employee shall disseminate, register, subscribe or otherwise provide any third party the email address of any internal distribution list, routing group or similar electronic means of distribution within HGA. This provision includes but is not limited to: Commercial businesses Newsgroups, List-Servers, websites, and "chain mail" organizations.

7. When using HGA's Computer System, HGA employees should, at all times, refrain from any action that would harm HGA's reputation or expose HGA to liability. Employees shall not use HGA's Computer System (including, but not limited to, any Internet access and/or the E-Mail System) for business or personal purposes to : (i) commit any illegal or wrongful act(including but not limited to, any racial or sexual harassment or discrimination) or to annoy, harass, intimidate, or violate the rights of other, (ii) browse or access any Internet site containing adult (sexual) or other objectionable content, (iii) store, access, create, transmit, or receive any communication (such a E-mail Messages), material, or information containing sexual, slanderous, defamatory, derogatory, obscene, offensive, racist, discriminatory, harassing fraudulent, or otherwise inappropriate content, (iv)engage in gambling (casino or sports), or (v) degrade the performance of HGA's Computer Systems, such as by receiving or transmitting chain mail.
8. No electronic mail messages, information, or communications transmitted, stored, received, or otherwise passing through or over HGA's Computer System (collectively, "E-Mail Messages"), not any employee's use of HGA's Computer System (including, but not limited to, its Internet activities, such as the web sites accessed by such employee) are considered private, except where such privacy may benefit HGA. No employee shall expect that its E-Mail Messages shall remain private, nor shall any employee have any expectation of privacy whatsoever in its use of HGA's Computer System, including, but not limited to, with respect to any of time, with or without cause, and with or without notice to such employee, access, read, inspect, monitor, and disclose to third parties such employee's E-Mail Messages and such use of employee's use of HGA's computer System, including, but not limited to, such employee's Internet activities and the web sites accessed by such employee.
9. No employee shall disclose or forward any HGA E-Mail message to any third party unless such E-Mail Message expressly provides that it is for public distribution, nor shall any employee provide any third party with access to HGA's Computer System without HGA's prior written approval.
10. Information E-Mail Messages transmitted over the Internet may be intercepted and/or monitored by third parties; the privacy and confidentiality of such transmissions is not guaranteed. Consequently, employees with not send any sensitive, privileged, confidential, or proprietary information or materials (including, but not limited to, any HGA trade secrets) over the Internet, or the Electronic Mail System. Employees shall not place or store any HGA materials (including, but not limited to, any software, memoranda, or internal correspondence) on any portion of HGA's Computer System that is accessible over the Internet or that is otherwise available to third parties.
11. The introduction of viruses and/or malicious tampering with HGA's Computer System is expressly prohibited.

12. No file, document, software or there material may be installed on, introduced into, or accessed or used by HGA's Computer System until it has been scanned for viruses in accordance with HGA's then-prevailing procedures. This includes, for example, all files, which are (i) downloaded from the Internet, (ii) attached to third party E-Mail Messages, and/or (iii) brought by an employee from home.
13. NO SOFTWARE may be installed on any HGA computer with first providing the following to HGA Information Technology Support Team:
  - 1) a photocopy of a valid Software License; and
  - 2) specific identification of computer terminal on which it will be installed; and
  - 3) Duration software will remain on the computer system
14. Copyright law prohibits the unauthorized copying, installation, modification and dissemination of certain software, articles, text, illustrations, photographs, pictures, and other materials authored by third parties, regardless of where same are in hard copy or electronic form. Employees should assume that copyright protection extends to all software, articles, text, illustrations, pictures, photographs, and other materials crested by third parties, including, but not limited to, those that are: (i) downloaded from the Internet, or (ii) purchased by employees for personal use on a retail basis. A copyright violation may occur even if the copyrighted software or other material has been paid for in full by the employee and/or has been copied and used solely for non-profit, educational purposes.
15. Sever penalties may be imposed for copyright violations, such as the unauthorized copying, installation, modification, and/or distribution of personal software or Internet materials on or over HGA's Computer System. Moreover, under certain circumstances, HGA may be legally responsible for copyright infringements committed by its employees using HGA's Computer System. HGA reserve the right to hold employees accountable for their use of HGA's Computer System.
16. It is HGA's policy to abide by all copyright laws and all software license agreements to which it is a party. Violations of copyright law or software license agreements, whether intentional or inadvertent, committed by employees using or otherwise involving HGA's Computer System (including, but not limited to, any Internet access or E-Mail System) are absolutely prohibited and will not be tolerated under any circumstances. Therefore, employees may not, for example, download, copy, transfer, transmit, or disseminate any copyrighted software (such as over the Internet or via electronic mail) without first obtaining any necessary authorization from the copyright owner. Employees will not copy, install, or transfer any HGA software from or between computers in HGA's Computer System or to employee's personal computer.

17. In addition to copyright law, software license agreements may prohibit employees from installing and/or using their personal software on HGA's Computer System in violation of copyright law, any applicable software license agreement, and/or any other third party rights or legal requirements are strictly prohibited.
18. Employees should not assume that any information obtained from the Internet or E-Mail Messages is true or accurate until it is verified by a reliable, independent source.
19. alternate Internet Service Provider connections to HGA's Computer System are prohibited unless expressly authorized by HGA and properly protected by a firewall or other appropriate security devices specified by HGA. Connections to HGA resources available via worldwide web through an Internet browser are excluded for this provision.
20. Employees may encrypt their E-Mail Messages and files only with software pre-approved by HGA. Each employee will, on HGA's request, immediately provide HGA a copy of any key, password or similar access method necessary to access encrypted E-Mail Messages or files.
21. Employees will not attempt to avoid or defeat any Internet firewalls or other security measures which may be implemented by HGA now or in the future to protect HGA's Computer System. Each employee will comply with all existing and future HGA security procedures, including, but not limited to, those procedures governing, the use and confidentiality of any user passwords. All Employees are restricted and prohibited from accessing data, email, Network accounts not assigned to them, unless such information is public in nature or specifically authorized to do so.
22. HGA's policy is to delete and purge all E-Mail Messages from HGA's Computer System every nine (9) months as a matter of routine, except for those E-Mail Messages relating to imminent or active investigations or litigation, which will all be preserved.
23. HGA reserves the right to modify HGA Computer System and Internet Policy at any time in its absolute discretion.

**Houston Gateway Academy's (HGA'S) Computer  
System and Internet Policy**

**ACKNOWLEDGEMENT/RECEIPT INTERNET POLICY**

School/Office Location: \_\_\_\_\_

I, \_\_\_\_\_, hereby attest that I have received the  
(Please print name)

HOUSTON GATEWAY ACADEMY'S Employee Internet Policy.

I have read and understand the above statement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date