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<b>Ref #:</b> Personnel Policies 131, p.21	<b>Policy Council Approval Date:</b>	

**COMPONENT: ADMINISTRATION**

**SUBJECT: INTERNET, E-MAIL and SOCIAL MEDIA**

**PERFORMANCE OBJECTIVE:** To establish a standard of acceptable Internet, E-mail and Social Media usage.

**POLICY AND PROCEDURE:**

This policy applies to all Highland Rim Head Start (HRHS) authorized users of the Internet, E-mail and Social Media sites made available by Highland Rim Head Start. These resources are provided to the staff of HRHS as a resource and communication tool. The E-mail system (the “System”) is owned solely by HRHS and information in the System will be treated just like other HRHS records, files, electronic records, documents, materials and equipment. Users are responsible for complying fully with this policy as stated. Violations could be the basis for employee discipline up to termination.

**E-mail and Internet**

All HRHS staff with a legitimate purpose may use E-mail for sending and receiving messages. Discretion is to be used on the Internet when sending documents that are confidential in nature.

Staff use of communication and exchange for professional development, or to discuss issues related to HRHS activities is encouraged.

HRHS reserves the right to review all electronic records, including E-mail messages. Therefore, staff should have no personal expectations that their E-mail messages are private. E-mail messages deleted by the user may still be present either in another person’s mailbox, or on the server or back-up file, care must be taken to ensure the accuracy and professionalism of all E-mail communications.

HRHS has the right and capability to monitor Internet browsing by each user in our system. However, our goal is that employees will make this unnecessary.

Staff is to report any hardware, software or security problem immediately to the IT Coordinator.

Staff is reminded that chats, social media, and newsgroups are public forums where it is inappropriate to reveal HRHS confidential information.

## **Prohibited Activities**

- Social media for personal use during work hours.
- Use of Head Start resources for personal use.
- Deleting temporary files or history.
- Using the Internet for illegal or unethical purposes.
- Invading the privacy of others.
- Making any attempt to damage computer equipment or software.
- Using the Internet to view, display, generate, store, distribute, edit, access, record, copy or print vulgar, obscene, or offensive material. Using profanity or sexually-oriented language. Using in any manner that may constitute sexual harassment or be considered discriminatory, derogatory or excessively personal, whether intended to be serious or humorous.
- Downloading or installing any program or software without prior approval.
- Knowingly downloading or distributing any licensed or copyrighted material in violation of any copyright laws without permission. Any efforts to obtain permission should be adequately documented.
- Sending unsolicited mass E-mail or chain letters.
- Using Internet access or computing resources for personal purchases or personal on-line shopping.
- Releasing confidential information through the Internet, except to those persons authorized to receive such information.
- Using for access to, and distribution of, computer games.
- Using HRHS children's photographs in E-mail, Social Media or Internet is prohibited without signed parental consent.
- Allowing children on the Internet.
- Leaving computer unattended in classrooms when teachers are accessing the internet (ex. checking e-mail, researching resources).

## **Social Media**

- Any posts to a Head Start social media site will be approved before being posted.
- All uses of social media must follow the same ethical standards that Head Start employees must otherwise follow.

Please see [Personnel Policies Section 131, p. 21](#).