

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Use of Internet	Policy: 4406	Issued: 5/1/19
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1 The use of technology resources by students, staff members, or visitors to KIPP Nashville
2 is a privilege and is subject to all applicable state and federal laws and policies of the
3 district. Students are responsible for their ethical and educational use of the computer
4 online services in the district.

5 **EMPLOYEE INTERNET POLICIES**

6 Certain employees may be provided with access to the Internet and/or email to assist
7 them in performing their jobs. Use of the Internet and email, however, must be tempered
8 with common sense and good judgment.

9 Abuse of Internet and/or email access may be subject to disciplinary action up to and
10 including termination as well as civil and criminal liability.

11 (1) Disclaimer of liability for use of Internet: KIPP Nashville is not responsible for
12 material viewed or downloaded by users from the Internet. The Internet is a
13 worldwide network of computers that contains millions of pages of information.
14 Users are cautioned that many of these pages include offensive, sexually explicit,
15 and inappropriate material. In general, it is difficult to avoid at least some contact
16 with this material while using the Internet. Even innocuous search requests may
17 lead to sites with highly offensive content. In addition, having an email address on
18 the Internet may lead to receipt of unsolicited e-mail containing offensive
19 content. Users accessing the Internet do so at their own risk.

20 (2) Duty not to waste computer resources: Employees must not deliberately perform
21 acts that waste computer resources or unfairly monopolize resources to the
22 exclusion of others. These acts include, but are not limited to, sending mass
23 mailings or chain letters, spending excessive amounts of time on the Internet,
24 playing games, engaging in online chat groups and printing multiple copies of
25 documents. Because audio, video and picture files require significant storage
26 space, files of this or any other sort should be very limited. Excessive storage of
27 these types of files may require deletion if storage space becomes an issue.
28 Software should not be downloaded from the Internet or any other outside
29 source without prior approval from your manager.

- 1 (3) No expectation of privacy: The computers and computer accounts issued to
2 employees are to assist them in performance of their jobs. Employees should not
3 have an expectation of privacy in anything they create, store, send, or receive on
4 any computer or the computer system. The computers and the computer system
5 belong to KIPP Nashville and are intended for agency purposes.
- 6 (4) Monitoring computer usage: KIPP Nashville has the right, but not the duty,
7 without notice to monitor any and all of the aspects of the computers and
8 computer system, including, but not limited to, monitoring sites visited by
9 employees on the Internet, monitoring chat groups and news groups, reviewing
10 material downloaded or uploaded by users to the Internet, and reviewing e-mail
11 sent and received by users.
- 12 (5) Blocking of inappropriate content: KIPP Nashville uses software to identify
13 inappropriate or sexually explicit Internet sites. Such sites may be blocked from
14 access. This software may not block all such sites. In the event you nonetheless
15 encounter inappropriate or sexually explicit material while browsing on the
16 Internet, immediately disconnect from the site.
- 17 (6) Prohibited activities: Material that is fraudulent, harassing, embarrassing, sexually
18 explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful,
19 inappropriate, offensive (including offensive material concerning sex, race, color,
20 national origin, religion, age, disability, or other characteristics protected by law),
21 or that violate KIPP Nashville's equal employment opportunity policy and its
22 policies against sexual or other harassment may not be downloaded from the
23 Internet or displayed or stored in KIPP Nashville computers. Employees
24 encountering or receiving this kind of material should immediately report the
25 incident to their manager and KIPP's technology team. KIPP Nashville's equal
26 employment opportunity policy and its policies against sexual or other
27 harassment apply fully to the use of the Internet and any violation of those
28 policies is grounds for discipline up to and including termination.
- 29 (7) Illegal copying: Employees may not illegally copy material protected under
30 copyright law or make that material available to others for copying. You are
31 responsible for complying with copyright law and applicable licenses that may
32 apply to software, files, graphics, documents, messages, and other material you
33 wish to download or copy. You may not agree to a license or download any
34 material for which a registration fee is charged without first obtaining the express
35 permission of your manager.
- 36 (8) Virus detection: Files obtained for sources outside KIPP Nashville may contain
37 dangerous computer viruses that can damage KIPP Nashville computers. These
38 include disks brought from home, files downloaded from the Internet,
39 newsgroups, bulletin boards, or other online services, files attached to e-mail and

1 files provided by customers or vendors. If you suspect that a virus has been
2 introduced into your KIPP Nashville computer, notify your manager immediately.

3 (9) Sending unsolicited email (spamming): Without the express permission of their
4 manager, employees may not send unsolicited e-mail to persons with whom they
5 do not have a prior relationship. Violations of this policy will be taken seriously
6 and may result in disciplinary action, including possible termination, and civil and
7 criminal liability. Use of the Internet via KIPP Nashville's computer system
8 constitutes consent by the user to all of the terms and conditions of this policy.

9 **STUDENT INTERNET POLICY**

10 The Chief Operating Officer shall develop and implement procedures for appropriate
11 Internet use by students to be shared in the Student and Family Handbook. Procedures
12 shall address the following:

13 (1) General rules and ethics of Internet use.

14 (2) Prohibited or illegal activities, including, but not limited to:

- 15 ● Sending or displaying offensive messages or pictures;
- 16 ● Using obscene language;
- 17 ● Harassing, insulting, defaming, or attacking others;
- 18 ● Damaging computers, computer systems or computer networks;
- 19 ● Hacking or attempting unauthorized access;
- 20 ● Violation of copyright laws;
- 21 ● Trespassing in another's folders, work, or files;
- 22 ● Intentional misuse of resources;
- 23 ● Using another's password or other identifier (impersonation);
- 24 ● Use of the network for commercial purposes; and
- 25 ● Buying or selling on the Internet.

26 **EMPLOYEE E-MAIL POLICY**

27 KIPP Nashville has established a policy with regard to access and disclosure of electronic
28 mail messages created, sent or received by employees using KIPP Nashville's electronic
29 mail system. KIPP Nashville intends to honor the policies set forth below but must reserve
30 the right to change them at any time as may be required under the circumstances.

31 (1) KIPP Nashville maintains an electronic mail system. The use of the electronic mail
32 system is intended for business purposes.

33 (2) The electronic mail system hardware is KIPP Nashville property. Additionally, all
34 messages composed, sent, or received on the electronic mail system are and
35 remain the property of KIPP Nashville. They are not the private property of any
36 employee.

- 1 (3) The electronic mail system may not be used to solicit or proselytize for
2 commercial ventures, religious or political causes, outside organizations, or other
3 non-job-related solicitations unless express permission is obtained from your
4 manager, or otherwise allowed by law.
- 5 (4) The electronic mail system is not to be used to create any offensive or disruptive
6 messages. Among those which are considered offensive, are any messages which
7 contain sexual implications, racial slurs, gender-specific comments, or any other
8 comment that offensively addresses someone's age, sexual orientation, religious
9 or political beliefs, national origin, or disability.
- 10 (5) KIPP Nashville reserves the right to review, audit, intercept, access and disclose all
11 messages created, received or sent over the electronic mail system for any
12 purpose.
- 13 (6) Notwithstanding KIPP Nashville's right to retrieve and read any electronic mail
14 messages, such messages should be treated as confidential by other employees
15 and accessed only by the intended recipient. Employees are not authorized to
16 retrieve or read any e-mail messages that are not sent to them without the
17 express permission of the recipient and/or their manager. Any exception to this
18 policy must receive prior approval by your manager.
- 19 (7) Employees should not attempt to gain access to another employee's messages
20 without the latter's permission. Any employees who discover a violation of this
21 policy shall notify their manager.
- 22 Violations of this e-mail policy will be taken seriously and may result in disciplinary
23 action, including possible termination.

24 **EMPLOYEE SOCIAL MEDIA POLICY**

25 KIPP Nashville will provide the following guidance to its employees in the KIPP Nashville
26 Employee Handbook:

- 27 (1) Employees are responsible for their actions. KIPP Nashville encourages employees
28 to get online and have fun but use sound judgment and common sense.
- 29 (2) Employees are an important ambassador for KIPP Nashville's brand, and they're
30 encouraged to promote KIPP Nashville as long as you make sure they disclose
31 that they are affiliated with the organization. How employees disclose can depend
32 on the platform, but the disclosure should be clear and in proximity to the
33 message itself.
- 34 (3) When employees see posts or commentary on topics that require subject matter
35 expertise, such as student data, community impact, or overall performance, they

1 should avoid the temptation to respond to these directly unless they respond with
2 approved messaging KIPP Nashville has prepared for those topics. When in doubt
3 of how to respond, employees should contact their Principal and/or the KIPP
4 Nashville Director of Communications.

5 (4) Proper copyright and reference laws should be observed by employees when
6 posting online.

7 (5) When using social media, honor KIPP's differences: live the values. KIPP Nashville
8 will not tolerate discrimination (including age, sex, race, color, creed, religion,
9 ethnicity, sexual orientation, gender identity, national origin, citizenship, disability,
10 or marital status or any other legally recognized protected basis under federal,
11 state, or local laws, regulations or ordinances).

12 (6) It is discouraged that staff socialize with students on social media. The same
13 relationship, exchange, interaction, information, or behavior that would be
14 unacceptable in a non-technological medium is unacceptable when done through
15 the use of technology.

16 **DISSEMINATION OF POLICIES**

17 Staff members receive KIPP Nashville's guidelines for internet safety during their New
18 Hire Onboarding as well as during an Operations Refresher training prior to the
19 beginning of each school year. Policies are included in Staff Handbooks.

20 Students receive guidelines for internet safety and computer usage each year during
21 Orientation that is signed and returned as part of the larger Student Handbook. Students
22 receive training on those policies at the start of each school year by their teachers.

23 **VIOLATIONS**

24 Violations of the policy or a procedure promulgated under its authority shall be handled
25 in accordance with the existing disciplinary procedures of KIPP Nashville up to and
26 including termination as well as civil and criminal liability.