**GATEWAY LAB SCHOOL BOARD OF DIRECTORS**

**02.2 POLICY ON ACCEPTABLE USE OF GATEWAY LAB SCHOOL COMPUTER& COMMUNICATION SYSTEMS BY GATEWAY LAB SCHOOL EMPLOYEES OR INDIVIDUAL BOARD MEMBERS**

**ISSUE**

Access to the Gateway Lab School (“GLS”) computer and communication systems is a privilege. In order to provide this privilege to employees, contractors, and Board members, GLS must ensure that its employees, contractors and Board members will abide by the terms of the Acceptable Use Policy of the Delaware Department of Technology and Information ("DTI").

**POLICY**

1. The computer and communication systems provided by GLS to employees and/or individual Board members are properties of the State of Delaware (“the State”). Use of these systems can and may be monitored by DTI and GLS administration, including but not limited to the Head of School, the Principal and the Technology Coordinator, as allowed under Title 19 of the Delaware Code Section 705 (SEE APPENDIX A).
2. The Board hereby adopts and incorporates by reference the Acceptable Use Policy for State Employees established by DTI, including but not limited to the definition of computer and communications systems, access to and maintenance and protection or such systems, definition of unlawful and inappropriate use, responsibility of employees, and remedial action. A link to the most current DTI Acceptable Use Policy shall be provided on the GLS Website.
3. All employees, contractors, and individual Board members with access to and using GLS computer and/or communication systems must have an appropriately signed DTI ACKNOWLEDGEMENT STATEMENT indicating that he/she has read and agreed to abide by the guidelines set forth in the DTI Acceptable Use Policy. Employees' signed ACKNOWLEDGEMENT STATEMENTs shall be placed in their official personnel file. Signed ACKNOWLEDGEMENT STATEMENTs of contractors, and individual Board members shall be maintained by the Head of School. A signed ACKNOWLEDGEMENT STATEMENT shall apply to the current DTI Acceptable Use Policy and will be valid for the duration of the employee's employment , the contractor’s service, or the Board member's term, unless significant changes in the DTI Acceptable Use Policy requires a new ACKNOWLEDGEMENT STATEMENT to be signed by employees, contractors, and individual Board members.
4. The Head of School, or his/her designee(s), shall create and maintain written procedures to implement this policy.
5. Failure to abide by this policy or applicable regulations may result in discipline including, but not limited to, denial of access to the computer or communications systems or termination of employment

**APPLICABILITY**

This policy applies to all aspects of the computer and communications systems including, but not limited to GLS email, internet access, telephones, cell phones, and voice mail.

**REVIEW AND REPORTING**

This policy will be reviewed as required by the laws or regulations of the State of Delaware.

**HISTORY:**  Adopted 08/19/2014

**APPENDIX A**

**Notice of electronic monitoring:**

§ 705 Notice of monitoring of telephone transmissions, electronic mail and Internet usage.

(a)  As used in this section, "employer" includes any individual, corporation, partnership, firm or association with a place of business in Delaware and the State of Delaware or any agency or political subdivision thereof.

(b) No employer, nor any agent or any representative of any employer, shall monitor or otherwise intercept any telephone conversation or transmission, electronic mail or transmission, or Internet access or usage of or by a Delaware employee unless the employer either:

(1)  Provides an electronic notice of such monitoring or intercepting policies or activities to the employee at least once during each day the employee accesses the employer-provided e-mail or Internet access services; or

(2) Has first given a 1-time notice to the employee of such monitoring or intercepting activity or policies. The notice required by this paragraph shall be in writing, in an electronic record, or in another electronic form and acknowledged by the employee either in writing or electronically.

The notice required by this subsection shall not apply to activities of any law-enforcement officer acting under the order of a court issued pursuant to Chapter 24 of Title 11.