INFORMATION TECHNOLOGY EMPLOYEE ACCEPTABLE USE POLICY

Purpose:

The computing resources at Alpha Academy support the educational, instructional, research, and administrative activities of Alpha Academy and the use of these resources is a privilege that is extended to faculty & Staff as well as our students. As a user of these services and facilities, you have access to School resources, Information Technology Equipment, sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, treating our equipment with care and professionalism, protecting the integrity of all our physical devices and school data. If an individual is found to be in violation of the Acceptable Use Policy, Alpha Academy will take disciplinary action, including the restriction and possible loss of network privileges.

This document establishes specific requirements for the use of all computing and network resources at Alpha Academy.

Computer/iPAD/E-mail Acceptable Use Policy

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account, or attempt to capture or guess other users' passwords.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to Alpha Academy for all use of such resources. As an authorized Alpha Academy user of resources, you may not enable unauthorized users to access the network by using an Alpha Academy computer or a personal computer that is connected to the Alpha network.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing Alpha's network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization from Alpha's Information Technology Director.

- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access.

Employee Initials:_____

Password Protection Policy

All passwords (e.g., email, web, desktop computer, laptop etc.) should be strong passwords and follow the standards listed below. In general, a password's strength will increase with length, complexity and frequency of changes.

- All passwords must meet the following minimum standards, except where technically infeasible:
  - be at least Eight characters in length
  - contain at least one lowercase character
  - contain at least one number
  - contain at least one special character
  - contain at least one uppercase character
  - cannot contain your first name, last name, or username
  - cannot match your last three passwords.
- To help prevent identity theft, personal or fiscally useful information such as Social Security or credit card numbers must **never** be used as a user ID or a password.
- All passwords are to be treated as sensitive information and should therefore never be written down or stored on-line unless adequately secured.
- Passwords should not be inserted into email messages or other forms of electronic communication
- It is recommended that passwords be changed at least every six months.
- Individual passwords should not be shared with anyone, including administrative assistants or IT administrators.
- If a password is suspected to have been compromised, it should be changed immediately

Employee Initials:_____

Network Use Policy

Alpha uses multiple methods to protect its network:

- Monitoring for external intruders
- Scanning hosts on the network for suspicious anomalies
- Blocking harmful traffic
- All Network Traffic is Subject to Monitoring

All network traffic passing in or out of Alpha's network is monitored by an intrusion detection system for signs of compromises. By connecting a computer or device to the network, you are acknowledging that the network traffic to and from your computer may be scanned.

Alpha's IT Department routinely scans the Alpha network, looking for vulnerabilities. At times, more extensive testing may be necessary to detect and confirm the existence of vulnerabilities. By connecting to the network, you agree to have your computer or device scanned for possible vulnerabilities. This includes personal devices such as smart phones.

Alpha Academy reserves the right to take necessary steps to contain security exposures and or improper network traffic. The IT Department will take action to contain devices that exhibit the behaviors indicated below, and allow normal traffic and central services to resume.

- imposing an exceptional load on a school service
- exhibiting a pattern of network traffic that disrupts centrally provided services
- exhibiting a pattern of malicious network traffic associated with scanning or attacking others
- exhibiting behavior consistent with host compromise
- Accessing unauthorized websites "Such as pornographic content"

The IT Department reserves the right to restrict certain types of traffic coming into and across the Alpha network. The IT Department restricts traffic that is known to cause damage to the network or hosts on it, such as NETBIOS. Additionally, the IT Department also may control other types of traffic that consume too much network capacity, such as file-sharing traffic.

By connecting to the network, you acknowledge that a computer, Smart phone, or device that exhibits any of the behaviors listed above is in violation of this policy and will be removed from the network until it meets compliancy standards.

(Alpha Academy Acceptable Use Policy Code 0002)

By signing below you here-by acknowledge that you fully understand Alpha Academy's Acceptable Use Policies and you agree to comply completely.

Employee Signature :_____