



USE OF COMPANY EQUIPMENT

EMPLOYEE POLICY MANUAL EXCERPTS

The following excerpts are from the Employee Policy Manual (version 2.0, last updated 8/12/2007):

Use of Company Equipment

KIPP TRUTH Academy provides its instructional staff with laptop or desktop computers because of their importance as an educational and communications resource. As such, KIPP TRUTH Academy computers are to be used primarily to further the school's educational goals and to aid the instructional and office staff in their performance of their job duties and related activities. Documents and information pertaining to the implementation of KIPP TRUTH Academy's curricular goals that are stored on KIPP TRUTH Academy equipment are considered to be the intellectual property of KIPP TRUTH Academy.

Loss, damages, or theft of KIPP TRUTH Academy property should be reported to management immediately. Negligence in the care and use of KIPP TRUTH Academy property may be considered grounds for discipline, up to and including termination.

Employees released from employment for any reason, including resignation, discharge, medical termination, etc., or whose employment contract is not renewed at the end of the school year, must return all KIPP TRUTH Academy-owned equipment on the last day of work.

If the equipment is damaged or missing components in any way, the school reserves the right to charge the employee for the appropriate amount to fix or replace the equipment or its missing parts. If equipment is lost or stolen because of an employee's negligence and the school's insurance will not cover the replacement cost of the computer, it is the responsibility of the employee to cover the expense of replacing the equipment. The school reserves the right to withhold pay from an employee who has not covered such expenses. If the employee has an outstanding expense related to the use of school-owned equipment at the end of his or her employment, the school will hold the employee's final paycheck until the employee pays the outstanding balance.

All passwords must be available to KIPP TRUTH Academy's Principal, if needed. KIPP TRUTH Academy's employees must disclose any and all passwords to the school's Principal when asked. All electronic transmissions should be for work-related matters and should not be considered private by individual employees.

Return of Company Property

Any company property issued to employees, such as computer equipment, keys, parking passes, company credit cards, books, or academic resources must be returned to KIPP TRUTH Academy



on the final day of employment. This also includes work documents and files in the employee's possession or control. Employees will be responsible for any lost or damaged items.

Personal Property

KIPP TRUTH Academy assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the school.

Internet, E-mail, and Computer Usage Policy

The use of KIPP TRUTH Academy automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for KIPP TRUTH Academy business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to KIPP TRUTH Academy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to KIPP TRUTH Academy's business; distract, intimidate, or harass co-workers or third parties; or disrupt the workplace.

Use of KIPP TRUTH Academy computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate KIPP TRUTH Academy purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms;
- Misrepresenting oneself or KIPP TRUTH Academy;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm KIPP TRUTH Academy's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;



- Causing congestion, disruption, disablement, alteration, or impairment of KIPP TRUTH Academy's networks or systems;
- Maintaining, organizing, or participating in non-work-related web logs ("blogs"), web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which employees are assigned, if they leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on KIPP TRUTH Academy's systems and applications.

Using KIPP TRUTH Academy's automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates KIPP TRUTH Academy's anti-harassment policies and is subject to disciplinary action. KIPP TRUTH Academy's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way.

Use of KIPP TRUTH Academy resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. KIPP TRUTH Academy will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of KIPP TRUTH Academy's automation systems is expressly forbidden.

Employees who violate these policies could be subject to disciplinary action, up to and including termination.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files

KIPP TRUTH Academy owns the rights to all data and files in any computer, network, or other information system used at KIPP TRUTH Academy. KIPP TRUTH Academy also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using KIPP TRUTH Academy equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by KIPP TRUTH Academy's officers at all times. KIPP TRUTH Academy has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's



computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate KIPP TRUTH Academy officer.

KIPP TRUTH Academy has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software.

Violation of this policy can lead to disciplinary action, up to and including termination.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and KIPP TRUTH Academy rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without an employee's permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of KIPP TRUTH Academy policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Internet and Intranet Policy Statement

The Internet is to be used to further KIPP TRUTH Academy's mission, to provide effective service of the highest quality to KIPP TRUTH Academy's students and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are KIPP TRUTH Academy resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. Employees are individually liable for any and all damages incurred as a result of violating KIPP TRUTH Academy's security policy, copyright, and licensing agreements.

All KIPP TRUTH Academy policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, KIPP TRUTH Academy information dissemination, standards of conduct, misuse of KIPP TRUTH Academy resources, anti-harassment, and information and data security.



Cell Phone and Telephone Use

Proper use of cell phones, school telephones, voice mail, and other components of KIPP TRUTH Academy's telephone system is important in controlling costs, ensuring effective communications, and maintaining productivity.

While the telephone system and cell phones are intended to be used for business purposes, KIPP TRUTH Academy recognizes that some personal calls are necessary. Employees are permitted to make and receive personal calls that are *urgent or extremely difficult or impractical to schedule outside of work hours*. Such calls should be infrequent and as brief as possible. Whenever possible, employees should make their personal calls during meal or break periods. Cell phones and telephones may not be used for personal use *during* class time.

Voice mail, like the other components of KIPP TRUTH Academy's telephone system, is intended for business use. All messages are KIPP TRUTH Academy's records. While voice-mail passwords are intended to limit access to authorized people only, employees should not have an expectation of privacy in connection with voice-mail messages and should use the system accordingly.

The use of KIPP TRUTH Academy's telecommunications systems to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees are to report any threatening, intimidating, or harassing telephone calls to KIPP TRUTH Academy management.

Any employee identified as the initiator of fraudulent, unlawful, or abusive calls or messages is subject to disciplinary action and possible criminal prosecution. In instances where harassing calls are identified as originating from outside KIPP TRUTH Academy's premises, KIPP TRUTH Academy's telephone provider or the appropriate telecommunications provider will be notified.

Making or sending fraudulent, unlawful, or abusive calls or messages violates KIPP TRUTH Academy's policy and is a crime under both state and federal laws. Violations of this policy can result in criminal charges and prosecution, as well as discipline up to and including termination.