

Network Acceptable Use Policy

For

Chatham Trades, Inc.

August 2020

Network Acceptable Use Policy Record of Changes

| Description of Changes | Date | Review/Revision by |
|------------------------|--------|--------------------|
| Reviewed | 8/2020 | Jessica Godfrey |
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Chatham Trades offers electronic access for consumers and staff within Chatham Trades.

The purpose of having electronic access is to support the consumer's goals and instructional program, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning.

Through the Internet, consumers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources. In addition, they may have communications with individuals and groups around the world by having electronic pen pals, participating in projects with other schools/groups, and joining educational newsgroups.

Users must understand that Chatham Trades cannot control the content of the information available on the Internet. Some information may be controversial and/or offensive. Chatham Trades does not condone the use of such materials and takes all reasonable precautions to limit access to these materials. Chatham Trades uses filtering and blocking technology, provides staff supervision, and trains consumers in responsible use of the service. Chatham Trades may disable such filters for bona fide research or other lawful educational purpose. Within reason, freedom of speech and access to information will be honored. Staff and consumers must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by Chatham Trades. Staff will make reasonable efforts to supervise consumer use of the Internet during work time.

A. Responsible Use

Responsible use of Chatham Trades Network access relies on the understanding and proper conduct of end users who must adhere to strict guidelines. Procedures are provided below so that users are aware of their responsibilities in accessing the Chatham Trades Network in compliance with ethical, legal, and educational guidelines. Chatham Trades Network accounts will be terminated for users who violate any of these provisions and future access may be denied. These guidelines and conditions of use apply to all consumers and staff with access to any technology resources owned and operated by Chatham Trades. Signatures on the "**NETWORK ACCEPTANCE USE OF POLICY AGREEMENT**" indicate the parties have read this policy and understand its terms and conditions; however, this policy applies to all users regardless of whether the acceptable use agreement has been signed.

B. Chatham Trades Network Use Goals

1. To enhance learning opportunities for communication, research, collaboration, professional development, and the sharing of successful programs, practices and materials.
2. To promote life-long learning skills by focusing on the application of skills information retrieval, searching strategies, research skills, and critical thinking

3. To provide worldwide electronic mail and Internet access for staff and consumers for work or educational purposes only.

C. Acceptable Use

The board expects that Chatham Trades' computers and network be used in a responsible, efficient and legal manner. Use of any other organization's network or computing resources must comply with the rules appropriate for our Chatham Trades Network. Transmission of any material in violation of any US or state regulation is prohibited.

Chatham Trades recognizes that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with Chatham Trades business, and is not otherwise prohibited by Chatham Trades policy or procedures.

Chatham Trades software is licensed to Chatham Trades by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from Chatham Trades prior to copying or loading Chatham Trades software onto any computer, whether the computer is privately owned or is a Chatham Trades computer.

The use of non-Chatham Trades software on any of Chatham Trades' computers (including laptops, desktops, and the network) is discouraged. Prior to loading non-Chatham Trades software onto Chatham Trades computers (including laptops, desktops, and network), a user must receive express written permission from the Executive Director. The use of such software will be subject to any restrictions imposed by the Executive Director. All software must be legally licensed to the user or Chatham Trades prior to loading onto Chatham Trades equipment. The unauthorized use or copying of software is illegal.

Unacceptable uses include but are not limited to:

- Distributing protected, confidential, or personally identifiable data located on Chatham Trades computer systems to a third party;
- Violating copyright or trademark laws or any other state or federal law;
- Using threatening or obscene material;
- Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, religious or political beliefs, age, or disability;
- Sending, soliciting or receiving messages, documents, images or other material that is sexually oriented, obscene, pornographic, defamatory, harassing or considered to be harmful to minors;
- Using Chatham Trades computers or network for product advertisement or commercial purposes, political lobbying or campaign purposes, and mass forwarding and distribution of non-business emails, files, or websites;
- Expressing views as representing Chatham Trades without prior approval of the Executive Director or Board of Directors;

- Operating a business for commercial or personal gain, sending chain letters, or soliciting money for any reason;
- Unsolicited commercial E-mail activities;
- Hacking, gaining or attempting to gain unauthorized or unlawful access to any Chatham Trades or non-Chatham Trades networks, computers, files, or resources for any reason;
- Changing configuration or physical location of computers and other Chatham Trades Network devices without authorization;
- Unauthorized installation or attempted installation of hardware or software; and,
- Purposefully disrupting the Chatham Trades Network by any means.
- The Chatham Trades network may not be used for downloading entertainment software or other files not related to the mission and objective of Chatham Trades for use on Chatham Trades network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Chatham Trades.

D. Violations of Policy

This policy is applicable to all users of Chatham Trades computers and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for staff and consumers shall be consistent with the Chatham Trades standard policies and practices, including the Code of Ethics as amended 1/11/2006. Violations may constitute cause for revocation of access privileges, suspension of access to Chatham Trades computers, other disciplinary action, dismissal, or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

E. Privileges

The use of the Chatham Trades Network is a privilege, not a right. Inappropriate use or violation of this policy may result in a cancellation of those privileges. At the discretion of the Executive Director, specific user accounts may be disabled and appropriate disciplinary action taken. The Executive Director may request the cancellation of a user's account at any time.

F. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite, professional and respectful in all communications with others when using the Chatham Trades Network.
2. Use appropriate language. Do not use verbally abusive or denigrating language with any user on/off the Chatham Trades Network.

3. Do not reveal personally identifiable information such as name, home email address, social security number, credit card number, your personal address or phone numbers of yourself, consumers or colleagues. In addition, staff and consumers shall not disclose on the Internet or on Chatham Trades web sites/pages any personally identifiable information concerning consumers (including name, address or pictures) without the written permission of the consumer or parent/guardian of the consumer.
4. Be conscientious of your use of Chatham Trades network resources to help conserve resources such as bandwidth and to minimize disruptions on the Chatham Trades Network.
5. All communication and information accessible via the Chatham Trades Network and Internet should be assumed to be the Intellectual Property of the original author and users are expected to adhere to Copyright and Fair Use Guidelines.
6. Comply with all other Chatham Trades policies, regulations or rules regarding standards of expected behavior.

G. Monitoring/No Expectation Of Privacy

Chatham Trades electronic information resources, the internet, and use of e-mail are not inherently secure or private. Users shall have no expectation of privacy while using Chatham Trades electronic information resources. Chatham Trades reserves the right to search data or e-mail stored on all Chatham Trades-owned or -leased computers or other electronic information resources at any time for any reason. Chatham Trades reserves the right to monitor users' use of Chatham Trades electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. Chatham Trades reserves the right to disclose any electronic message or data to law enforcement officials. Under some circumstances, Chatham Trades may be required to disclose information to law enforcement officials or other third parties. For example, in response to a subpoena or court order, or a document production request made in a law suit involving Chatham Trades or by a third party against the use or pursuant to a records disclosure request.

H. Security and Authority

It shall be the responsibility of Chatham Trades to monitor Chatham Trades Network equipment and users and notify the Executive Director when there has been a violation of the AUP (Acceptable Use Policy). A review of the incident will be performed by the responsible parties and appropriate action taken. Management and administration of computer user accounts, usernames and passwords for identification and authentication, and regulating access to computer and networking systems is the responsibility of the Executive Director. Account users are responsible for all actions and functions performed under his/her account. To preserve the security of Chatham Trades' computer accounts, users are expected to act responsibly by:

- Adhering to necessary changes in network usage required by Chatham Trades;

- Properly logging off the Chatham Trades Network or online applications when not in use;
- Never sharing computer accounts or using any other user's account without prior written permission from such individual;
- Not deleting files, email and other data belonging to other Chatham Trades users;
- Not disclosing passwords to others;
- Adhering to password naming conventions according to Chatham Trades policy;
- Refraining from displaying or posting usernames or passwords where unauthorized persons can discover them;
- Reporting a security problem or risk immediately and discreetly to a supervisor or system administrator, as applicable, and not demonstrating the problem to others; and
- Refraining from using high bandwidth resources including but not limited to file sharing and, music or video streaming unless authorized by the Executive Director. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Chatham Trades Network resources.

I. Disclaimer

The Chatham Trades Advisory Board is aware that the Internet provides information and opportunities to communicate via the Internet on subjects that are not suitable for consumers. Chatham Trades will take all legally required precautions in addition to additional measures deemed reasonable precautions to prevent consumers from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern. Access to political ideas and social perspectives are not specifically filtered based on any personal approval/disapproval of the content involved. However, the user is ultimately responsible for his or her activity on the Chatham Trades Network. The Board will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, faulty deliveries, or service interruptions. Use of any information obtained via the Chatham Trades Network is at the user's risk. Chatham Trades specifically denies any responsibility for the accuracy or quality of information obtained through its services.

J. User Agreement

A user may have access to Chatham Trades Network resources and will be given appropriate/full access only after returning to the Executive Director a completed Network Acceptable Use Policy Agreement that includes a user's signature and if required, a signature by a parent or guardian. This will signify your agreement to adhere to this Network Acceptable Use Policy and follow any additional procedures defined by local administration.

**RECEIPT OF
CHATHAM TRADES ACCEPTABLE USE POLICY**

Please sign below acknowledging that you have received the Chatham Trades Acceptable Use Policy and that you have reviewed and understand the policy.

Keep the Chatham Trades Acceptable Use Policy for your records.

The provisions contained in the Chatham Trades Acceptable Use Policy will apply whether or not this receipt is returned.

I acknowledge receiving a copy of the Chatham Trades Acceptable Use Policy and have reviewed and understand the contents.

Employee Signature

Date