



## **ELECTRONIC COMMUNICATIONS POLICY OF KIPP: CHARLOTTE**

### **I. Introduction**

KIPP: Charlotte maintains electronic communications systems, including electronic mail (“e-mail”), telephone voicemail, and internet access. These systems are provided to assist in the conduct of business within the organization. All computers, e-mail, voicemail, and the data stored on them are and remain at all times the property of KIPP: Charlotte, and all e-mail and voicemail messages composed, sent, and received using these systems are and remain the property of KIPP: Charlotte. These systems may be used primarily for legitimate business purposes. KIPP: Charlotte reserves the right to prevent employees from using these systems for personal purposes.

### **II. No expectation of privacy**

Never consider electronic communications to be either private or secure. Because all voicemail and e-mail messages are the property of KIPP: Charlotte, KIPP: Charlotte may, without prior notice, review any material created, stored, sent, or received on its computer network, including but not limited to e-mail messages, voicemail messages, and Internet usage, to ensure that its computer and telephone systems are being used for legitimate business purposes; to ensure compliance with KIPP: Charlotte policies; to ensure compliance with federal, state, and local laws; and to protect KIPP: Charlotte from liability. Furthermore, information stored on KIPP: Charlotte’s computer network, including e-mails and computer files, may be subject to discovery in legal proceedings.

E-mail may be stored indefinitely on any number of computers, and that copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames or e-mail addresses may be misdelivered to third parties.

Deleting e-mail or voicemail messages does not guarantee that they are permanently and irretrievably erased from KIPP: Charlotte’s storage system. Thus, no expectation of privacy should be assumed based upon attempts to delete e-mail or voicemail messages.

### **III. Content/prohibited uses**

E-mail and voicemail messages may not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content includes,



but is not limited to, any material that is sexually explicit, obscene, profane, harassing, fraudulent, intimidating, hostile, racially offensive, defamatory, or otherwise unlawful, and any comments that would offend someone on the basis of his or her age, sex, race, color, creed, religion, national origin, sexual preference, disability, or any other protected characteristic.

KIPP: Charlotte's communications systems also may not be used to set up personal businesses, distribute chain letters, access copyrighted materials in a way that violates the copyright, or send unsolicited commercial e-mails (e.g., "spam"). Employees must obey all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner or by law.

KIPP: Charlotte's electronic communications system must not be used in a manner that is likely to cause network congestion or significantly hamper the ability of others to use the system.

All e-mail communications sent by an employee must be identifiable and attributable to KIPP: Charlotte. Employees are prohibited from using KIPP: Charlotte's electronic communications system to send or disclose confidential or proprietary information to unauthorized recipients.

#### **IV. Records retention**

E-mail messages (and any attachments) and electronically stored documents (e.g., word processing files, spreadsheets, etc.), like other types of documents and records, are subject to management under KIPP: Charlotte's Document Retention Policy. Accordingly, KIPP: Charlotte employees have the same responsibilities in managing such information as they have in managing paper and other recorded information.

It is the responsibility of each employee to distinguish between "official" and "unofficial" documents (or "records" and "nonrecords"). These distinctions are intended to identify those documents that KIPP: Charlotte must maintain in the operation of its business. "Official documents" (or "records") that should be retained generally include formulations and execution of KIPP: Charlotte policies; approvals for courses of action; documents that initiate, authorize, or complete business transactions; position papers and reports; policies, directives, and decisions; agendas and minutes of meetings; and other documents identified in the KIPP: Charlotte Document Retention Policy.

All e-mails and other electronically stored information that constitute "official documents" (or "records") shall be printed to paper and maintained in the appropriate files. Printed e-mails must include related attachments and all



metadata associated with the message (metadata includes the names of the sender and recipients, and the date and time of the message). This information shall be preserved, maintained, protected, and disposed of in accordance with the KIPP: Charlotte Document Retention Policy.

#### **V. Responsibility for enforcement**

The School Leader has responsibility for promoting proper use of the communications systems and compliance with this policy.

#### **VI. Terminating employees**

An employee's access to KIPP: Charlotte electronic systems and services will be terminated on the employee's last day of employment, unless directed earlier by management. Because the information contained in the employee's files is property of KIPP: Charlotte, that information may be reviewed, used, transferred, removed, disposed of, or otherwise handled in a manner at KIPP: Charlotte's sole discretion. In no case may an employee copy or take such documents and/or information upon his or her termination of employment with KIPP: Charlotte.

#### **VII. Effective date**

This policy is effective Aug. 1, 2009.