**TECHNOLOGY USAGE POLICY**

**Section 1.** **Purpose**

**Section 1.1** Hawthorn’s technology exists for the purpose of enhancing the educational opportunities and achievement of Hawthorn students. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of Hawthorn, all of which positively impact student achievement. The purpose of this policy is to facilitate access to Hawthorn technology and to create a safe environment in which to use that technology.

**Section 2. Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

**Section 2.1** *Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the school by a third party.

**Section 2.2** *User* – Any person who is permitted by Hawthorn to utilize any portion of Hawthorn’s technology resources including, but not limited to, students, employees, Board members and agents of Hawthorn.

**Section 2.3** *User Identification (ID)* – Any identifier that would allow a user access to Hawthorn’s technology resources or to any program including, but not limited to, e-mail and Internet access.

**Section 2.4** *Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

**Section 3. Authorized Users**

**Section 3.1** Hawthorn’s technology resources may be used by authorized students, employees, Board members and other persons approved by the Head of School or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow Hawthorn’s policies and procedures and sign or electronically consent to the Hawthorn’s User Agreement prior to accessing or using Hawthorn technology resources, unless excused by the Head of School or designee.

**Section 3.2** Use of Hawthorn’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to Hawthorn technology if he or she is considered a security risk by the Head of School or designee.

**Section 4. User Privacy**

**Section 4.1** A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving Hawthorn’s technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the Hawthorn’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by Hawthorn. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using Hawthorn technology.

**Section 4.2** Electronic communications, downloaded material and all data stored on Hawthorn’s technology resources, including files deleted from a user’s account, may be intercepted, accessed, monitored or searched by the Head of School or designee at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with Hawthorn policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return Hawthorn technology resources to Hawthorn upon demand including, but not limited to, mobile phones, laptops and tablets.

**Section 5. Technology Administration**

**Section 5.1** The Board directs the Head of School to assign trained personnel to maintain the Hawthorn’s technology in a manner that will protect Hawthorn from liability and will protect confidential student and employee information retained on or accessible through Hawthorn technology resources.

**Section 5.2** Administrators of Hawthorn technology resources may suspend access to and/or availability of the Hawthorn’s technology resources to diagnose and investigate network problems or potential violations of the law or Hawthorn policies and procedures. All Hawthorn technology resources are considered Hawthorn property. Hawthorn may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized Hawthorn personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

**Section 6. Content Filtering and Monitoring**

**Section 6.1** Hawthorn will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all Hawthorn technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and Hawthorn cannot guarantee that users will never be able to access offensive materials using Hawthorn equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by Hawthorn is prohibited.

**Section 6.2** The Head of School, or designee, or a Hawthorn technology administrator may fully or partially disable Hawthorn’s content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable Hawthorn’s content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit Hawthorn.

**Section 7. Online Safety, Security and Confidentiality**

**Section 7.1** In addition to the use of a content filter, Hawthorn will take measures to prevent minors from using Hawthorn technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Head of School or designee and/or a Hawthorn technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

**Section 7.2** All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in Hawthorn’s computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all Hawthorn rules when using school technology resources and are prohibited from sharing personal information online unless authorized by Hawthorn.

**Section 7.3** All Hawthorn employees must abide by state and federal law and Board policies and procedures when using school technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

**Section 7.4** All users are prohibited from using Hawthorn technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy Hawthorn files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto Hawthorn technology; or evade or disable a content filter.

**Section 8. Records Retention**

**Section 8.1** Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on Hawthorn technology resources.

**Section 8.2** In the case of pending or threatened litigation, Hawthorn’s attorney will issue a litigation hold directive to the Head of School. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by Hawthorn’s attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by Hawthorn’s information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

**Section 9. Violations of Technology Usage Policies and Procedures**

**Section 9.1** Use of technology resources in a disruptive, inappropriate or illegal manner impairs Hawthorn’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to Hawthorn’s technology resources. Any violation of Hawthorn policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of Hawthorn’s technology resources.

**Section 9.2** Employees may be disciplined or terminated, and students suspended or expelled, for violating Hawthorn’s technology policies and procedures. Any attempted violation of Hawthorn’s technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. Hawthorn will cooperate with law enforcement in investigating any unlawful use of Hawthorn’s technology resources.

**Section 10. Damages**

**Section 10.1** All damages incurred by Hawthorn due to a user's intentional or negligent misuse of Hawthorn’s technology resources, including loss of property and staff time, will be charged to the user. Hawthorn administrators have the authority to sign any criminal complaint regarding damage to school technology.

**Section 11. No Warranty/No Endorsement**

**Section 11.1** Hawthorn makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. Hawthorn’s technology resources are available on an "as is, as available" basis.

**Section 11.2** Hawthorn is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. Hawthorn does not endorse the content nor guarantee the accuracy or quality of information obtained using Hawthorn’s technology resources.