

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of the School and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to facsimiles, computers, and copy machines for private purposes is prohibited.

Employees using such equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file or retrieve any stored communication unless they are an authorized School representative as designated by the Board of Directors of Brevard Academy: A Challenge Foundation Academy, to do so, or unless they have received permission from an authorized School representative. All pass codes are the property of the School. Moreover, improper use of E-mail system (e.g., harassment or spreading offensive jokes or remarks) will not be tolerated. All electronic communications are considered matters of public record and are accessible to school, administrative, and legal review as necessary. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the School's legitimate interests, authorized representatives of the School may monitor the use of such equipment from time to time. This may include listening to stored voice-mail messages and viewing incoming and outgoing email messages.