**INFORMATION TECHNOLOGY SYSTEMS USE POLICY**

The information technology systems at OTS and the information served by those systems are valuable and vital assets to the organization. OTS provides its employees with resources that make it possible for employees to deliver the services that our customers, colleagues, and partners expect. As users of these resources, whether digital or physical, all employees are responsible for understanding and applying appropriate and ethical use of those resources in all environments they are accessed.

As with its physical space and equipment, the organization's information technology systems and data that reside on them are OTS property and may only be used in compliance with OTS policy and applicable law. Use of OTS resources to conduct or solicit business outside of OTS is prohibited. Information technology systems include, but are not limited to, OTS-provided email, meeting services, customer data.

All digital communications sent or received using OTS accounts or computer systems are OTS property. OTS has the right to monitor all of its information technology systems and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed, or transmitted via those systems. Employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, to, or from the organization's information technology systems.

Employees are required to use their OTS email account for all work-related communications and are expected to check their email frequently so that they are aware of any department or organizational updates. Faculty members are expected to monitor the faculty portal provided to them so that they are aware of updates as well.

Limited personal use of email and other OTS-provided media accounts is permitted if it is reasonable, does not interfere with work, and falls within the standards of appropriate content. Employees should not use their personal email accounts for OTS business. If accounts are forwarded to a personal email address, the user should make an adjustment so that all work-related emails come from the oldtownschool.org email account.

OTS respects and operates within copyright laws. OTS email and systems may not be used to share, distribute, or store any copyrighted media, materials or software owned by third parties, unless permitted by that third party.

Users must not use OTS information systems to write or send communications that might be defamatory, incur liability for OTS or themselves, or damage OTS' image or reputation. Users must not use email or information systems in a way that violates any OTS policy or law.

Any violation of OTS policy or law will result in disciplinary action up to and including termination of employment.

This policy is not intended to and does not limit employees' rights to engage in protected activities related to terms and conditions of employment, in accordance with the National Labor Relations Act.