

B.E.A.M

The Business and Economics Academy of Milwaukee

An EdisonLearning Partnership School



Computer Acceptable Use Policy

Purpose

EdisonLearning relies on its computer network to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, agents and other users, EdisonLearning has created this Computer Use Policy (the "Policy").

The rules and obligations described in this Policy apply to all users (the "Users") of EdisonLearning' computer resources, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action including termination of employment as well as civil and criminal liability.

It is every employee's duty to use EdisonLearning' computer resources responsibly, professionally, ethically and lawfully.

Definitions

From time to time in this Policy, we refer to terms that require definitions:

The term "Computer Resources" refers to EdisonLearning' computer network. Specifically, Computer Resources, whether owned or leased, include, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet commercial online services, value added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term "Users" refers to all employees, independent contractors, consultants, temporary workers, students, family members and other persons or entities who use our Computer Resources.

Policy

The Computer Resources are the property of EdisonLearning. Users are permitted access to the computer system to assist them in the performance of their jobs. Occasional, limited, and appropriate personal use of the computer system is permitted when the use does not: (1) interfere with the User's work performance; (2) interfere with any other User's work performance; (3) have undue impact on the operation of the computer system; (4) violate any other provision of this Policy or any other policy, guideline, or standard of EdisonLearning. At all times, Users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Use of the computer system is a privilege that may be revoked at any time. In using or accessing our Computer Resources, Users must comply with the following provisions.

1. No Expectation of Privacy

No Expectation of Privacy: The computers and computer accounts given to Users are to assist them in the performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system or with their issued computers. The computer system belongs to the Company and should be used primarily for business purposes.

Waiver of Privacy Rights: Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet, Social Networks or any other computer network. Users consent to allowing personnel of the Company to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network.

Users understand that EdisonLearning may use human or automated means to monitor use of its Computer Resources.

2. Prohibited Activities

Prohibited Uses: Without prior written permission from the Chief Information Officer, EdisonLearning's Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized use.

Inappropriate or Unlawful Material: Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, Social Networks, newsgroups, chat groups) or displayed on or stored in EdisonLearning's computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

Spoofing and Spamming: Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission of their supervisors, users may not send unsolicited ("spamming") e-mails to persons with whom they do not have a prior relationship or bona fide business purpose.

Misuse of Software: Without prior written authorization from the Chief Information Officer, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any independent contractors or clients of EdisonLearning or to any third person; (3) modify, revise, transform, recast or adapt any software; or (4) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

Communication of Trade Secrets: Unless expressly authorized by the Chief Information Officer, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or

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other confidential information of the Company is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

3. Passwords

Responsibility for Passwords: Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

Passwords Do Not Imply Privacy: Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. EdisonLearning has global passwords that permit it access to all material stored on its computer system regardless of whether that material has been encoded with a particular User's password.

4. Security

Accessing Other User's Files: Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing the files and e-mail.

Accessing Other Computers and Networks: A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems.

Computer Security: Users may not attempt to circumvent EdisonLearning' data protection measures or uncover security loopholes or bugs. Users may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. Users should not tamper with any software protections or restrictions placed on computer applications, files, or directories. Users who engage in this type of activity may be subject to immediate termination.

5. Viruses

Virus Detection: Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses to EdisonLearning' network. To that end, all material received on floppy disk or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to EdisonLearning MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks

transferred from home computers and laptops to EdisonLearning' network MUST be scanned for viruses.

Accessing the Internet: To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to EdisonLearning' network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the Company's network.

6. Encryption Software

Use of Encryption Software: Users may not install or use encryption software on any of Edison Schools' computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption keys that are unknown to their supervisors.

Export Restrictions: The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Chief Information Officer.

7. First Class Email / Conferences

E-mail Disposal: First Class retains all Deleted Email for a time period of 1 year. Information subject to federal and/or state laws and regulations governing mandatory retention of records and electronic communication may require you to maintain files or documents for a specified period of time. It is the employee's responsibility to know which records are subject to these conditions and to comply with these laws and regulations.

Drafting E-mails: Because they may appear informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system.

Conferences: First Class Conferences are designed to be "billboards" to distribute information to multiple users, thereby limiting the need for "Mass Emails". These Conferences retain the information posted INDEFINITELY. Only the author has the ability to delete the posting to the Conference. Copies of the postings will exist on the main server at First Class for an undetermined time period.

8. Internet Safety Policy

Definitions: For purposes of the Internet Safety Policy, refer to the following definitions.

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The term "Minor" is defined by federal law as any person under the age of eighteen years. The term "Obscene" is defined by federal law using the following test: (a) whether the average person applying contemporary community standards would find that the material, taken as a whole, appealed to prurient (i.e. offensive) interest; (b) whether the work depicts or describes in a patently offensive way, sexual conduct defined by the applicable state law; and (c) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value. The term "Child Pornography" is defined by federal law as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct,

- (A) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (B) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (C) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct;
- (D) or such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

The term "Harmful to Minors" means any picture, image, graphic image file, or other visual depiction that (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Purpose:

EdisonLearning' Internet Safety Policy for students includes monitoring the on-line activities of students and the use of filtering software on its computers with Internet access that is designed to protect against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors.

Filtering software will be utilized on all computers with Internet access within the schools, regardless of whether a portion of such computers are used only by school personnel. However, authorized school personnel may disable the filtering protection during use of a computer by an adult to enable access for bona fide research or other lawful purpose.

Policy

- a. **Inappropriate Matter:** Students are prohibited from accessing inappropriate matter in any form on the Internet and World Wide Web. If a student should go to a Web site that contains inappropriate matter, the student must click the BACK button so that the page does not show, and should immediately inform his or her teacher so that the teacher can take measures to keep other students from viewing such matter. A determination regarding what matter is

appropriate for minors shall be made by the school, school board, or other local authority responsible for making the determination.

- b. **Direct Electronic Communications:** Students are prohibited from sending via email inappropriate matter in any format. If a student should receive inappropriate matter, the student must immediately notify his or her teacher. Students are prohibited from viewing, participating, or accessing chat rooms without the direct supervision of his or her teacher, or other supervisory personnel. This provision does not prohibit teachers and students from participating in authorized classroom events that involve accessing chat rooms as part of a school program or the learning process.
- c. **Hacking:** All students and Edison employees are prohibited from breaking into (i.e. "hacking") the EdisonLearning' network. If a student should find that he or she has entered an area that appears to be off limits, the student should immediately notify his or her teacher. Likewise, any Edison employee who finds that he or she has entered an area that appears to be off limits, should immediately notify his or her supervisor.
- d. **Personal Identification:** Students are prohibited from the unauthorized disclosure, use, and dissemination of their personal identification information through the use of a computer, which includes, but is not limited to: their home address and phone number, personal cell or pager numbers, family or emergency contact numbers, work address and phone number, or their gender, age, or race. This provision does not apply to information that must be provided to school personnel who have a need to know such information.
- e. **Protective Measures:** EdisonLearning will take necessary measures to restrict students' access to materials harmful to minors. Such measures will include the monitoring of the students' on-line activities and the use of filtering software. In addition, students will be prohibited from using computers in areas that are not randomly monitored by school personnel.

9. Miscellaneous

Disclaimer for Liability for Use of the Internet: EdisonLearning is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information, some of which include offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

Privileged Attorney-client Communications: Confidential e-mail sent from or to in-house counsel or an attorney representing the Company should include this warning header on each page"

"ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

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Compliance with Applicable Laws and Licenses: In their use of Computer Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that EdisonLearning has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Edison Schools as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your supervisor or the Human Resources Department.

No Additional Rights: This Policy is not intended for and does not grant to Users any contractual rights.