- Please forward all delivery tickets, invoices, statements, and other pertinent information to Accounts Payable promptly upon receipt.

- Accounts Payable will compare receiving documents to the purchase order copy to determine needed action.

- As soon as a document is received and properly invoiced, it will be processed by Accounts Payable where a check will be issued. Accounts Payable will be aware of special terms and will issue payments accordingly.

- At any time a specific department needs information from an invoice, Accounts Payable will be happy to furnish a copy of that invoice. PLEASE DO NOT HOLD INVOICES FOR ANY REASON.

5. How to get what you want when you want it!

- Make sure all requested items are approved in your budget.

- Familiarize yourself with what we will maintain in the High School Teacher's Lounge and the Elementary Supply Room.

- Familiarize yourself with our combined purchasing of certain products. We will request requisitions be completed by certain dates to assure proper delivery of these items.

- Allow plenty of lead time on all purchases. This means orders of any size should be requisitioned at least four weeks before actual need will occur.

- Do not handicap the Business Office by waiting to the last minute to make a request.

- This will probably result in a small purchase at a higher price. We must utilize combined-volume purchases to obtain the competitive price breaks we are seeking.

- Research your needs and obtain detail specifications from prospective vendors.

- List the detail specifications and forward to the proper person for approval.

- If acceptable, the requisition will be forwarded to the Business Office.

- The necessary procedures will be followed and a purchase order will be issued. At that time, a copy of the purchase order will be returned to the person making the request.

- When item is received, sign the receiving copy of the purchase order form or the packing list and return promptly to Accounts Payable.

- The payment will be charged to the appropriate budget and, if applicable, added to the inventory of the school.

C. FUNDING AND GACS ORGANIZATIONS

GACS is blessed with several organizations that raise funds on behalf of the school. Their efforts and projects are coordinated with close inter-working with the President, Development Director, Principals, Athletic Director, or Fine Arts Director. Please do not approach the leadership of these organizations for special funding of projects of interest to you. Such requests can cause confusion and disruption of previously set goals and procedures for decision making.

V. TECHNOLOGY STANDARDS

A. SOFTWARE

One of the many challenges in technology is the management of the school's software. The most important issue facing us is GAC's compliance with software copyright laws. Some of the other issues are missing installation CD's and the unintentional spread of spyware programs through software installations. In order to overcome these software issues:

- Please do not install any software unless it has been approved by Technology Services. Typically, spyware is spread unintentionally by installing unsafe software. Often, free software is "free" because spyware is installed along with it. We can investigate software to make sure it is free of spyware. A software request form has been created and can be emailed to you when needed. Please contact Marsha Horne for a copy of the software request form.

- A copy of the license agreement for all installed software must be given to the technology department. In the event the installation CD serves as the license, the original CD must be given to the tech department. We will provide you with a copy. This will help us make sure we are compliant with all copyright laws. This also allows us to produce proof of licensing in the event of an audit.

- All original software disks must be given to the technology department. If needed, we will provide you with a copy. Many times someone may need a specialized software re-installed only to find out the installation disks are missing. We hope to prevent this by maintaining a software "vault" containing all the original software disks.

- Should the GACS Technology Services discover unapproved or unlicensed software installed on a GACS computer, they must remove it. Please understand that the reasons behind this are to protect GACS computers from security threats and to ensure we are compliant with all software copyright laws.

B. EMAIL AND VOICEMAIL

Greater Atlanta Christian School provides e-mail and voicemail for both internal and external communication. Access to these e-mail systems is provided within the parameters established here and in the Technology Policies and Procedures Document (as proposed and adopted by the Technology Director and Technology Committee). The school's e-mail and voicemail systems are developed and maintained to accomplish the work of the school (instructional, research, administrative, and public service purposes) and to enhance the GACS community (through the sharing of prayer concerns, joys, sorrows, and other things that help shape our professional and Christian lives). Naturally, you may want to use e-mail or voicemail for personal communication that is not directly related to your role at the school. A minimal amount of such use is acceptable so long as such use does not disrupt or distract from the conduct of school business (i.e., due to volume or frequency), burden the school with incremental cost, or interfere with the user's employment or other obligations to the school. The school depends on all individuals to use good judgment in limiting the amount and frequency of such use.

1. Academic and staff employees, students, and affiliates of the school (volunteers for official school organizations, such as alumni associations, advisory groups, LACE, and support groups) may be provided, at the discretion of the IT Director, access to school e-mail or voice mail for the performance of school activities.

2. Individuals with no official affiliation with the school (e.g. family members, friends, members of the general public, members of the press, or prospective students) may not be provided access to school e-mail or voicemail.

3. An individual's school-provided e-mail/voicemail address is owned by Greater Atlanta Christian School as is established by law. GACS reserves the right to inspect, review, or terminate technical communications for any individual, if cause exists pursuant to all GACS school policy, including Technology Policies and Procedures, as well as all applicable laws. Employees waive any right to privacy in anything they create, store, send, or receive using GACS computer equipment or Internet access.

4. When an individual's affiliation with the school is terminated, access to school provided e-mail will be terminated.

5. Individuals using or arranging for the use by students (e.g. an instructor obtaining log-in codes and passwords for students in a class) assume the responsibility to see that these resources are used in an appropriate and legitimate manner.

6. When creating and sending e-mail, users of electronic mail services should take care not to give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the school or any unit of the school unless appropriately authorized (explicitly or implicitly) to do so.

7. ***Unacceptable uses of school provided e-mail or voicemail includes but is not limited to:***

- Any use that violates the laws of the United States or the State of Georgia;

- *Communications that are addressed to another user in any manner that could reasonable cause him or her distress, embarrassment, or unwarranted attention;*

- *Personal attacks, including attacks based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, veteran status, or any other factors prohibited by federal, state or local law;*

- *Browsing, retrieval, display, or distribution of vulgar, offensive, or inflammatory language, material or images, including sexually explicit materials, language, or pictures;*

- Use of e-mail for political or commercial purposes;

- Sending copies of documents in violation of copyright or patent law;

- Capture and "opening" of undeliverable electronic communication except as required in order for authorized employees to diagnose and correct delivery problems;

- "Spoofing", i.e. obtaining access to the files or communications of others with no substantial school business purpose;

- Attempting unauthorized access to data or attempting to intercept any electronic communication transmissions without proper authorization;

- Public forums on personnel or professional issues, editorials on school policy, decisions, or actions, or other agenda-setting activities;

- Universal distribution of junk mail such as "For Sale/Want To Buy" messages, "Jobs Available/ Wanted" messages, and chain letters. There are other ways to pass information without deluging everyone with trivia;

- Universal discussions should be off-line, (for example, humor pages, mass theological discussions, prayer requests for dogs and cats, etc.) or use the appropriate LISTSERV;

- E-mail should be limited to appropriate audiences. There should be no broadcasts to all faculty and staff of e-mail that is needed only by a portion of the faculty and staff;

- A subject header should be used in every e-mail to allow readers to judge quickly the priority and purpose of the e-mail.

8. *Privacy and Monitoring*

    The school retains the right to monitor network use as well as use of individual computers and email accounts, and employees should not have an expectation of privacy when using school networks, systems, or electronic communication resources. This includes but is not limited to, monitoring, viewing and accessing:

    - *Internet sites*

    - *e-mail activities and accounts*

    - *network activities and accounts; and*

    - *all data and software stored on desktops, laptops, and disk*

9. *Data Security*

    E-mail should never be considered a secure or confidential medium. Any Network Administrator between the origin and the destination my view e-mail that is sent over the Internet. Personal Information (e.g., personal addresses, credit card numbers) should not be transmitted through e-mail and non-secure Web sites. Notify the Network Administrator immediately if, by accident, you encounter materials that violate the rules of appropriate use or if you suspect any inadvertent lapses in data security.

10. *Message Content*

    Don't write anything you wouldn't want repeated. E-mail can be forwarded to hundreds of people, in and out of our school. Once you have sent the message, it is out of your control. Be especially careful about material that would violate a student's, parent's, or other employee's privacy. Be aware that even messages or documents that you consider "informal,", "casual," or "personal" may need to be retained by the school and shared in any litigation matters, as required as federal regulations.

11. *Viruses and Attachments*

    Many real and dangerous viruses are circulated on the Internet and propagated through unsafe computing practices. To avoid having a virus spread through your e-mail, never open an e-mail attachment from an unknown or unexpected source. Always make sure you are running an up-to-

date virus-protection program, both here and at home.

Violations of school policies (including the school's Acceptable Internet Use Policy) governing the use of school e-mail or voicemail services may result in the issuing of a warning, restriction of access to school information technology resources, loss of e-mail privileges, or other disciplinary actions, including possible termination and civil and criminal penalties.

C. PHONE AND OTHER TECHNOLOGICAL COMMUNICATIONS

- Personal phone calls or personal e-mails should be limited and brief, out of respect for all concerned. Long discussions with family or friends should be handled at home or other times than in the day when others need you in your role at GACS. The ministries of GACS need your attention during the day.

- Urge regular callers to contact you or your voice mail direct, rather than through the switchboard, to help keep lines open in a T1 environment.

- The use of cell phones for personal calls while in direct supervision or instructional time with students is not acceptable.

IV. OTHER INFORMATION

A. KEYS AND SECURITY CODES

Keys and security codes to school facilities are issued to GACS staff only. Keys for specific areas are issued to personnel whose roles require access to that area. <u>At no time</u> are GACS staff keys to be loaned to students or others who are not GACS employees. Security codes should not be shared.

B. SCHOOL MAIL PROCESSING

All out-going UPS mail is processed in the Spartan Store. Mail is picked up from each office for processing. In order to properly charge specific budgets for this mail, every piece or stack submitted, must have a budget number specified. A note, with the budget name, must be attached to each mailing. Do not write on the items to be mailed. All pre-stamped mail must be banded together for pick-up. Please band together special mailings that are the same overall size yet weigh different amounts. Band those of like amounts. A 48-hour notice must be given on all mailings that total more than 250 pieces. This request is essential in order to have funds available for processing. Otherwise, your mailing request will not occur with the timeliness you would prefer. Please e-mail Peggy Walker when such a need arises.

C. SCHEDULING FACILITIES ON CAMPUS

All campus activities must be approved by the appropriate administrator and scheduled on the calendar. No one else should enter any activity on the calendar without first clearing it with his/her administrator. (If this procedure is not followed, the one taking the liberty to commit the school or its students to a contract will be held accountable.) Scheduling of facilities must be booked either via technology or in the offices below:

Campus Church of Christ Auditorium	President's Office	
Campus Church of Christ Lobby	President's Office	
Great Hall (JH/SH Cafeteria)	President's Office	
Wista Worthen Room (Student/Family Center)	President's Office	OR Intranet Calendar
Grandparents Commons (Student/Family Center)	President's Office	OR Intranet Calendar
Naomi Gilbreth Pavilion	President's Office	OR Intranet Calendar
Sara D. Williams Fine Arts Gallery	President's Office	
Clif Jones Theatre (Williams Fine Arts Building)	President's Office	
Lucille Smith Room (Long Administration Building)	Development Office	
H. A. Fincher Lecture Hall	JH Office	

Other campus sites for learning or conferences may be booked through the GACS Intranet. These sites include:

Triple Labs	Foreign Language Labs	SH Media Center Technology Lab
Elementary Media Center	Elementary Media Ctr Computer Lab	SH Media Ctr Conference Room