Terms of Policy:

* You shan't open emails from users that you don’t have any knowledge of. If you receive an email from an unknown user, talk to the closest supervisor and ask if they know that user. If they do, then comply with the email and do your job. If they don’t, block the user and delete the email.
* You shan’t download any software that is not for work and is not trustworthy. You are obligated to stick to trustworthy software that has a good reputation and will not bring malicious malware into the system.
* Do not share your password by any means necessary, it should be private and kept a secret for oneself. We recommend you change the password periodically, to ensure security over the device.
* Do not share any confidential information/data about the company, it is against the law, and you will be punished appropriately upon doing so.
* Use of VPNs while on our servers is unpermitted as it allows other users to gather the data on what is being accessed and any personnel would be able to collect this data such as passwords and usernames to attack the school.