

# Internet Services and Electronic Communications Policy

## Internet Services and Electronic Communications

The organization provides employees with Internet services and electronic communications to facilitate the fulfillment of job responsibilities. The use of these services, which hold the potential for introducing viruses, spyware, worms, and other threats, can result in data loss, the exposing of proprietary information, and slowdowns in system and network performance. These policies — guidelines that apply to each employee — are designed to minimize risks associated with these business systems.

### Internet Use

- Internet access is provided as required for the performance and fulfillment of job responsibilities.
- Occasional and reasonable use is permitted, provided that that use doesn't interfere with work performance and is consistent with professional conduct.
- Employees are prohibited from using the organization's Internet services to access, download, upload, save, receive, or send sexually explicit material or vulgar, sexist, racist, threatening, violent, or defamatory language.
- Using the organization's Internet services for gambling and/or illegal activities is prohibited.

### E-mail Messaging

- Electronic mail services are provided as required for fulfilling job responsibilities.
- Incidental personal use is acceptable, provided that that use doesn't interfere with work performance and is consistent with professional conduct.
- E-mail messages are the property of the organization.
- E-mail attachments must be less than 3 MB in size and must be checked for viruses before opening/sending.
- Sensitive, proprietary, or confidential information should not be sent in an electronic message.
  - If sensitive information must be electronically mailed, such messages must be encrypted.
  - The IT department assists in configuring e-mail systems to send encrypted e-mail.
- Blanket forwarding and mass e-mail sends are prohibited.
- Users should never share their e-mail passwords with anyone.

### Streaming Media

- Users should access streaming media presentations (both audio and video) only as required for fulfilling job responsibilities.
- Personal use of streaming audio and video presentations using organization-provided network services and computers is prohibited.

## Internet Services and Electronic Communications

The organization provides employees with Internet services and electronic communications to facilitate the fulfillment of job responsibilities. The use of these services, which hold the potential for introducing viruses, spyware, worms, and other threats, can result in data loss, expose proprietary information, and slowdowns in system and network performance. These policies — guidelines that apply to each employee — are designed to minimize risks associated with these business systems.

### Instant Messaging

- Instant messaging use is permitted as required for the performance and fulfillment of job responsibilities.
- Occasional and reasonable personal use is permitted, provided that that use doesn't interfere with work performance and is consistent with professional conduct.
- Instant messages are not secure; attachments may not be sent or received via instant messaging.
- Instant messaging communications are the property of the organization.

### Monitoring and Archiving

- The IT department is required to securely archive all electronic communications.
- Internet use, e-mail communications, and instant messaging sessions may be monitored by the IT department and are not considered private.

### Software Policy

- Employees are prohibited from downloading unauthorized software programs.
  - Employees are prohibited from installing unauthorized software applications, including operating systems, applications, toolbars, service packs, patches, and updates.
  - Software installation requests should be addressed to the IT department.
- The IT department maintains a list of approved, authorized software programs.

### Compliance

- Policy infringements are investigated on a case-by-case basis.
- Policy violations could result in losing Internet and/or electronic communications privileges, receiving a formal reprimand, or termination.
- All employees must submit to the IT department a signed Internet Services and Electronic Communications Policy Acknowledgment Form.
- Questions regarding the policy and/or acceptable use of the organization's Internet services and electronic communications systems should be directed to the IT Department.

## Internet Services and Electronic Communications Policy Acknowledgment Form

This form acknowledges that the undersigned has reviewed the organization's Internet Services and Electronic Communications Policy, understands the guidelines set forth therein, and will comply with the policy's regulations.

### Procedure

Complete the following steps:

1. Read the Internet Services and Electronic Communications Policy.
2. Sign and date in the spaces provided below.
3. Return this form to the IT department.

### Agreement

Your signature indicates that you have read the organization's Internet Services and Electronic Communications Policy. Signing this document does not mean that you agree with each and every provision of the policy. However, your signature indicates that you will abide by the regulations set forth in the Internet Services and Electronic Communications Policy.

### Your Signature Attests that you:

1. Have received and read a copy of the organization's Internet Services and Electronic Communications Policy.
2. Understand the provisions contained within the organization's Internet Services and Electronic Communications Policy.
3. Agree to adhere to the regulations set forth in the organization's Internet Services and Electronic Communications Policy.

---

Employee signature

---

Employee name (printed)

---

Date