

Sample Policy -- Computer/Internet/E-mail Policy

Property of the Company and Permitted Uses.

The Computer/Internet/E-mail Systems (Systems) are the Employer's property and may only be used for approved purposes. Employees may use the Systems to assist them in the performance of their jobs. Occasional, limited, appropriate personal use of the Systems is allowed when the use does not: (1) interfere with the employee's work performance; (2) interfere with any other employee's work performance; (3) unduly impact the operation of the Systems; or (4) violate any other provision of this Policy or any other policy, guideline or Employer standard or any federal, state or local laws or ordinances. Use of the Systems is a privilege that may be revoked at any time, with or without reason, with or without notice.

The Employee Has No Expectation to Privacy/The Company Has the Right, But No Duty to Monitor.

Employees understand and agree that: (a) Employer maintains the right, for any reason or no reason at all, and with or without notice to the Employee, to access or monitor all documents, messages or information created on, with or transmitted over the Systems, including Employee E-mail and Internet usage. All such documents, messages or information can, and likely will, be reviewed by others; (b) employees have no expectation of privacy of any kind related to their use of the Systems or any documents, messages or information created on, with or transmitted over the Systems; (c) employees expressly waive any right of privacy or similar right in the documents, messages or information created on, with or transmitted over the Systems.

Drafting E-mail.

Employees should endeavor to make each of their electronic communications truthful and accurate. Employees should use the same care in drafting E-mail and other electronic documents as they would for any other written communications. The quality of your writing will reflect upon you and the Employer. Always strive to use good grammar and correct punctuation. Please keep in mind that anything created, received, forwarded or stored on the Systems may, and likely will, be reviewed by others and that even deleted files may be recovered.

Inappropriate Content/Prohibited Activities.

Material that is fraudulent, harassing, embarrassing, sexually explicit, offensive, obscene, intimidating, defamatory or otherwise unlawful or inappropriate, including any comments that would offend someone on the basis of race, age, sex, sexual orientation, religion, political beliefs, national origin, disability or other protected classification under the law, shall not be sent by E-mail or other electronic communication (e.g., bulletin board systems, newsgroups, chat groups), viewed on or downloaded from the Internet or other online service, or displayed on or stored in the Systems. Employees encountering or receiving such material should immediately report the matter to the Executive Director. Employees are reminded of the Employer's Harassment Policy and advised of its applicability to the Systems and the matters described above.

Prohibition on Use for Other Companies.

Employees are prohibited from using the Systems for any other business entity or employer. "Appropriate personal use," as stated above, does not include use for the employee's own company or use for any other business entity.

Prohibition on Solicitation.

Employees are prohibited from using the Systems for soliciting including, but not limited to, the soliciting of other employees.

No Violation of Copyright Laws.

Employee are reminded that information accessed, transferred, or downloaded on the Systems may be protected under copyright laws. Employees are prohibited from using the Systems in a way that would violate any copyright laws.

Employee Acknowledgement.

I have read, understand and agree to comply with the Employer's above stated Computer/Internet/E-mail Policy. I consent to the Employer's above stated ability to access, monitor, and review, any information inputted, accessed, received or stored on the Systems. I understand that a violation of this Policy may result in disciplinary action, up to and including termination, as well as the potential imposition of civil and criminal liability. I further understand that nothing in this Policy modifies my at-will employment relationship with the Employer.

Employee: _____

Employer: _____

Title: _____