

University Enterprises, Inc. Policies and Procedures		Policy No. 725
Section:	Human Resources	
Policy:	Use of University Enterprises Computers, Computer Networks (Internet), Electronic Mail Systems (E-Mail), and other Computer Network Based Communication Systems	
Revised Date:	December 11, 1998	

Use of University Enterprises Computers, Computer Networks (Internet), Electronic Mail Systems (E-Mail), and other Computer Network Based Communication Systems

I. PURPOSE

This policy provides guidelines for appropriate, responsible and productive use of University Enterprises, Inc. (UEI)'s Computer System including desktop computers, computer networks, e-mail system, and other computer based communications created, sent, or received by UEI employees.

II. SCOPE

This policy applies to all UEI employees who use UEI's computer system including desktop computers, computer networks, e-mail system, and other computer based communication systems.

III. POLICY

- A. University Enterprises, Inc. provides access to computers, computer networks and maintains an e-mail system to assist in the business operations of UEI.
- B. Employees should be accessing the UEI computer system and e-mail system for business reasons and are responsible for ensuring that desk top computers, the computer network, e-mail system, and other computer based communication systems are used in an ethical and lawful manner. While computer and e-mail usage is intended for job-related activities, incidental and occasional brief personal use is permitted by UEI within reasonable limits. However, the use of the computer system and the e-mail system in any way that interferes with employee productivity is disruptive, offensive to others, or harmful to morale is prohibited.
- C. Employee's should have no expectation of privacy in connection with the use of UEI's computer system including desktop computers, computer networks, e-mail system and other computer network based communication systems, or with the transmission, receipt, or storage of information in such service. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
- D. Unacceptable Uses of the Computer Networks: University Enterprises, Inc.'s computer system and the e-mail system should not be used for personal business, personal gain, or advancement of individual views. Solicitation of non-company business, or any use of the computer network for personal gain is strictly prohibited (see Policy No. 610 – Conflict of Interest). Use of the computer networks must not disrupt the operation of UEI's network nor interfere with employee productivity. A supervisor may prohibit or restrict an employee's computer access upon making a determination that such a restriction is necessary.

E. Communications:

1. Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the computer network. Fraudulent, harassing, inappropriate, or obscene text, audio, images, or messages are prohibited. Among those considered offensive are messages which contain racial slurs, gender-specific comments, sexual implications, or any other comments that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, physical attributes, or disability.
2. All messages communicated on the computer network should have your name attached. No messages will be transmitted using an alias or assumed name.
3. Users may not attempt to obscure the origin of any message. Information published on the computer network should not violate or infringe upon the rights of others.

F. Software: To prevent computer viruses from being transmitted through the system, there will be no unauthorized installation of any software on UEI equipment. All software installations will be done through UEI's Information Technology Department.

G. All messages and files created, sent or retrieved over the computer network are the property of UEI and should be considered public information. University Enterprises, Inc. reserves the right, as deemed necessary and appropriate; to review, audit, intercept, access, and disclose all messages created, received, or sent over UEI's e-mail system and other computer network based communication system. The contents of e-mail and other computer network based communications properly obtained for legitimate business purposes may be disclosed within UEI without the permission of the employee. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

H. The e-mail system and other computer network based communication systems are UEI property and all messages created, composed, sent, or received on the e-mail system are, and remain, the property of UEI. These messages are not the private property of any UEI employee.

I. Employees are not automatically authorized to retrieve any e-mail messages or other computer network based communications that are not sent to them. Employees are not permitted to access or make changes to data or files on UEI's computer system that they are not authorized to access. If this becomes necessary for business reasons, the employee must receive prior approval from the department director. If it becomes necessary to access an employee's files, e-mail or other computer network-based communications for disciplinary reasons, the department director must consult with the Director, Human Resources or the Executive Director prior to accessing the employee's system.

J. Any employee who violates this policy or uses the UEI's computer system including desktop computers, computer network, e-mail system or other computer network based communication system for improper purposes shall be subject to disciplinary action, up to and including dismissal.

IV. RELATED POLICIES

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| Policy No. 605 | Standards of Conduct |
| Policy No. 610 | Conflict of Interest |
| Policy No. 620 | Unlawful Harassment |
| Policy No. 625 | Sexual Harassment |