

516 Computer, E-mail, and Internet Usage

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Introduction

Keystone Community Resources recognizes that use of the Internet has many business and professional benefits and e-mail makes communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail, however appropriate usage is a job expectation. Unacceptable usage of the Internet and e-mail places Keystone, its employees and others at risk. This policy discusses acceptable usage of the Internet and e-mail and provides guidelines and expectations for employee.

Guidelines

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

1. Keystone Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene, X-rated, or contain offensive language. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Information of this type will be considered harassing.

Harassment of any kind is prohibited by Keystone.

2. Copyrighted materials belonging to entities other than Keystone may not be transmitted by employees on the company's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.

3. Usage of any portable storage or memory device, including but not limited to USB key drives, flash drives, floppy discs, etc. is forbidden. These devices present a security risk (for viruses, confidential files, etc.) and may violate HIPAA policies. Permission for using these devices may be obtained in certain situations by contacting the IT department.

4. Equipment not owned by Keystone including laptops, handheld devices, Ipod's, PDA's, keyboards, mice, etc. May not be connected to any Keystone equipment either wired or wirelessly, without prior consent of the IT Department. This includes Group home locations. No software may be run or installed on a computer system that is not already present and installed.

5. Do not use the system in a way that disrupts its use by others. This includes sending or receiving many large files, "spamming" (sending e-mail messages to thousands of users), downloading streaming audio or video files, or viewing, sending, or downloading non-work related e-mails or files.

- Please be sure to contact the IT Department before you move, connect, or disconnect ANY computer or computer related item, such as the mouse, keyboard, printer, monitor, etc.

6. Each employee is responsible for the content of all text, audio or images that he/she places or sends over the company's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. *Also, be aware that Keystone's name is attached to all messages so use discretion in formulating messages.*

- Before sending an e-mail to the "Keystone Organization" e-mail group, please seek prior approval (via e-mail [preferable] or telephone) from the IT Department. Users who send organization wide e-mails without prior approval will be subject to disciplinary action.

7. E-mail and computer usage is not guaranteed to be private or confidential. All electronic communications are Keystone property. Therefore, Keystone reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read -- or possibly alter -- your messages.

8. Internal and external e-mail messages are considered business records and may be subject to monitoring. Be aware of this possibility when sending e-mail within and outside the organization.

9. Please leave you computer turned on at all times. When leaving computer unattended, please lock computer or log off, but do not shut down. The IT Department runs updates and repairs often and cannot properly do so if some computers are shut down.

- Each employee will be held individually responsible for his or her computer content and password;
- Therefore, locking the computer must occur when leaving computer unattended and;
- Log on information and passwords are to remain confidential and only be used by the assigned user.

Keystone's Right to Monitor and Consequences

All company-supplied technology, including computer systems, e-mail, and company-related work records, belong to Keystone and not the employee. Keystone routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet for work purposes, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail address and Internet connection, are Keystone-owned, all company policies are in effect at all times. Any employee who abuses the privilege of Keystone facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

If an employee is unsure of any website, e-mail, or messages the IT Department should be contacted prior to transmittal or retrieval of information.