# Corporate Internet Policy

## Introduction

* This policy defines the proper use of the company E-mail and Internet systems.
* This policy is applicable to all employees.

## Policy Statements

* Use company computing resources for business purposes only.
* Personal use is permissible within reasonable limits and consistent with this policy.
* Management can allow or disallow access to E-mail and Internet systems at any time.
* Management can block access to sites on the Internet at any time.

## Ownership

* Messages composed, sent, or received are considered company property.
* Employees have no right to privacy in these messages.
* Do not send (upload) or receive (download) copyrighted or proprietary information without management approval.
* Do not share logon IDs and other passwords with any third party or other employee.

## Content

* Messages must be 10MB or less in size.
* Write in a style suited to business correspondence.
* Ensure that business information in the message is accurate, appropriate and lawful.
* Do not send information that could cause the company harm.
* Do not post personal comments or opinions.
* Do not solicit for commercial ventures, religious or political causes, outside organizations, or other non-company sponsored events.

## Usage

* Do not use to view inappropriate materials or create any offensive, disruptive or inappropriate messages, such as:
* Messages that contain threats or verbiage that could be construed as a threat, even in a joking manner.
* Written or graphic material that is sexually explicit, pornographic in nature, or obscene.
* Written or graphic material that shows hostility or aversion towards an individual, or group because of race, color, religion, gender, national origin, sexual orientation, age or disability.
* Company can monitor any use of its computing resources whether business or personal.
* If inappropriate material or messages are discovered, an investigation will occur and the material removed immediately without notice to the user.

## Retention

* Delete messages as soon as practical.
* Mailbox contents are retained no longer than the following limits:

Item Type Maximum Age  
Trash 7 days  
Sent messages 1 year  
To-do items 60 days after completion  
Calendar events 1 year  
All mail documents 1 year

* Mailboxes of terminated employees may be retained for 30 days for inspection by their supervisor.

## Consequences

* The company can disclose employee E-mail and Internet messages to law enforcement or government officials or to other third parties, without notification to or permission from the employee.
* Abuse of the E-mail and Internet systems will result in disciplinary action up to and including discharge from employment.
* Notify your supervisor immediately of any violation of this policy.