

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.