



**Community Action Agency Policy
for Use of Computers, Internet Access System, and E-Mail**
September 2012

This policy has not been approved by any outside authority, such as the Department of Health and Human Services. This is a sample policy that Community Action Agencies (CAA) may use as a starting place to create their own policy. You should review it carefully and edit as necessary to ensure that it meets the needs and practices of your organization and complies with state and federal laws. We strongly recommend that you work with an employment law attorney in your state when preparing this policy or any other policy for your CAA. This sample policy is not intended as legal advice.

Use of this policy

It is the responsibility of all CAA employees and users of CAA 's computers, e-mail and Internet access system to read, understand, and follow this policy.

Acceptable Uses of CAA Computers, the Internet and CAA E-Mail

CAA encourages the use of its computers, the Internet and e-mail because they further CAA's mission by making communication and information accessibility more efficient and effective. However, computers located on CAA property and/or purchased by CAA, including software and CAA's e-mail system, are CAA property, and they are to be used only to facilitate CAA business; every employee has a responsibility to maintain and enhance CAA's public image and to use CAA e-mail, computers, and Internet access in a productive manner. CAA has established the following guidelines for their use. Any unauthorized or improper use of CAA computers, e-mail or the Internet is not acceptable and will not be permitted.

Unacceptable Uses of the Internet and CAA E-Mail

CAA computers, e-mail and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory, harassing or threatening nature or materials that are obscene, sexually explicit, or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual orientation may be transmitted or forwarded using the CAA system. CAA's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right regarding any matter created, received, stored or sent from or on CAA's e-mail, Internet Access system or computers.

CAA's computers, e-mail and Internet access system also may not be used for any purpose that is illegal or against CAA policy. Solicitation of non-CAA business or any use of CAA's computers, e-mail or Internet access system for personal commercial ventures, or political campaign or fundraising activities is prohibited.

Personal Use of CAA Computers, Internet and CAA E-Mail

Any personal use of CAA computers, e-mail and Internet Access systems must be minimal, occasional, limited to non-work time, may not be at the expense of an employee's job performance or interfere in any way with the business needs and operations of CAA, and may not impose costs on CAA.

Rules for Electronic Communications

Each employee is responsible for the contents of all text, audio or images that he or she places on or sends over CAA's e-mail, computers or the Internet access system. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or someone from another organization or company. Employees must include their name in all messages communicated on CAA's e-mail or Internet Access system.

Any messages or information sent by an employee to another individual outside CAA via the CAA e-mail or Internet Access system (including bulletin boards, online services or Internet sites) are statements that reflect on CAA. Despite personal "disclaimers" in electronic messages, any statements may be tied to CAA. All communications sent by employees via CAA's e-mail or Internet Access system must comply with all CAA policies and may not disclose any information that the CAA is required to keep confidential pursuant to state and federal laws.

If any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

Software Downloading and Installation

To prevent the downloading of computer viruses that could contaminate the e-mail or Internet Access system, no employee may download software from the Internet without prior authorization. Any and all software that is downloaded from the Internet must be registered to CAA. For authorization, please contact CAA's Information Technology Department. No software, regardless of origin, may be installed on any CAA computer without the prior authorization of CAA's Information Technology Department.

Copyright and Trademark Issues

Employees are required to comply with all laws regarding the use of copyrighted and trademarked material. Any employee who obtains access to other organizations', companies' or individual's materials must respect all copyrights and trademarks.

System Security

CAA reserves the right to routinely monitor how employees use CAA's e-mail and the Internet access. All messages, documents, data, and information created, sent or received over CAA's computers, e-mail or Internet Access system are CAA's property and should not be considered private information. CAA reserves the right to access and monitor every message, document, and file on CAA's computers, e-mail or Internet access system. Despite the existence of any passwords, employees should not assume that any electronic communication is private. E-mail information and Internet use may be subject to review by law enforcement or government agencies.

Violations

Any employee who violates these rules or otherwise abuses the privilege of CAA's e-mail or Internet Access system will be subject to corrective action up to and including termination. If necessary, CAA also reserves the right to advise appropriate officials of any illegal activity.