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## **COMPUTER, EMAIL AND INTERNET USE**

### **COMPUTER**

- HSWC computer is for Employees and authorized staff only. Allowing Family or Friends the use of an agency computer is prohibited.
- Computers and or equipment are assigned to Employees at time of hire. It is the Employees responsibility to maintain such equipment.
- Computer equipment should remain clean and sterilized in all offices and classrooms.
- Employees may not swap or make changes on computer or equipment without written prior written approval.

### **INTERNET USE POLICY**

HSWC, Inc recognizes that use of the Internet has many benefits for HSWC and its employees. The Internet and email make communication more efficient and effective. Unacceptable usage of the Internet can place HSWC and others at risk. This policy discussed acceptable usage of the Internet.

- No unauthorized downloading of any software without prior written approval. All software downloads will be completed through the IT Department. Downloads may contain computer viruses that can extensively damage our computers or not be compatible with other programs. Refrain from downloading plug-ins, such as Browsers, Toolbars, Instant Messengers, dropboxes, etc. Downloading of games, desktop images ,screensavers, icons from the Internet is also prohibited.
- If the IT finds that any damage occurred as a result of Employee downloading software or files, the incident will be reported immediately to employee's Supervisor.
- Viewing of disparaging, abusive, profane, X-rated or offensive materials are forbidden.
- Employees must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. Users should not represent themselves as someone else by using another's account. No one should forward material without prior consent.
- Employees must respect the legal protection provided by copyright license to programs, books, articles, and data.
- No advertising for profit or campaigns for political office are allowed.

Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination.

## **EMAIL**

- Email 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 or X-rated. 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.
- E-mail is not guaranteed to be private or confidential. Messages dealing with illegal activity will be reported to the appropriate authorities.
- Employees must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out, or causing a system to malfunction.
- Each Employee is responsible for the content of all text, audio or images that he/she places or sends over the company email system. No email or other electronic communication may be sent which hides the identity of the sender or represents the sender as someone else.
- All Internal and External emails are HSWC property not the Employees, Therefore, HSWC reserves the right to examine, monitor and regulate email messages, directions and files as well as Internet usage.

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

*Approved BOD 08/30/2004  
Approved by Policy Council 08/16/2004*

