

## **15.0 EMAIL & INTERNET POLICY**

### **15.1 GENERAL**

The following describes the District’s policy on the use and monitoring of its electronic communication/information systems, including computers, electronic mail (“E-mail”), Internet access, voice-mail, facsimiles, and copy machines.

**15.1.1 Use of District Equipment & Electronic Privacy** - All electronic equipment and all communications and stored information transmitted, received, or contained in the District’s electronic communication/information systems are the property of the District and, as such, are to be used solely for job-related purposes. The use of District’s electronic communication/information systems for non-job related purposes is strictly prohibited, and employees should not have any expectation of privacy when using these systems or any related equipment. The District specifically reserves the right to access, review, monitor, and disclose all matters received, disseminated or stored on its systems (including deleted material) at any time and for any reason, and may do so with or without notice.

To ensure that the use of the District’s electronic communication systems is consistent with the District’s legitimate business interest, and to assure compliance with the District’s policy, the District specifically reserves the right to access, review, monitor, and disclose all components of these systems (including deleted material) at any time and will do so with and without notice. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. Action or inaction by the District in response to prior violation(s) of this policy does not constitute a waiver of the District’s right to take appropriate action for any subsequent violation. All violations of this policy should be reported to the District Manager.

**15.1.2 Use of the Internet and Email** - Only authorized users may access the Internet on District-owned systems and equipment. The District’s name should not be used in external communication forums such as chat rooms or social media without prior written authorization from a supervisor. Employees should not mail, upload, or broadcast any sort of information for personal gain, including but not limited to chain letters, solicitation of and response to employment opportunities, sale of products, and/or searches of non-business related sites or any obscene or offensive material.

Employees who use these systems for any non-job related purposes do so at their own risk. The District may decide reasonable use in its sole discretion. Employees are strictly prohibited from using any of the District’s electronic communication systems to send messages which may be interpreted as harassing, discriminatory, obscene, derogatory or defamatory. The District’s anti-harassment policy fully applies to employees in their use of the District’s electronic communication systems.

To prevent computer viruses from being transmitted through the District’s Internet system, there will be no unauthorized downloading of software. Employees also should not upload or download information, data, or software which is copyrighted by a third-party.

**15.1.3 Access to District Electronic Information** - All passwords and codes are the property of the District and do not guarantee any privacy to the employee. Password protection does not prevent access by the District. Employees shall not use a code, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by an

## **South Suburban Sanitary District – Employee Personnel Policy Manual 2014**

authorized supervisor. Information in District computers and equipment that is confidential and/or proprietary information cannot be shared with individuals outside of the District without prior clearance from an authorized supervisor. The use of encryption devices or software that has not been authorized by the District is prohibited.

Any employee terminating employment with the District is prohibited from taking (in any form) or copying any computer discs, hard copies, or other information stored on the District's electronic equipment.