

Procedure:  
Effective Date:  
Board Approval:

## **EMPLOYEE COMPUTER AND INTERNET USE RULES**

These rules accompany Board Policies T-3 and T-4, (Video Display Terminal User Rules and Electronic Mail). Each employee is responsible for his/her actions and activities involving the organization's computers, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the organization's computers, and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact the Executive Director or the Technology Coordinator.

### **A. Consequences for Violation of Computer Use Policy and Rules**

Failure to comply with Board Policies T-3 and T-4, these rules, and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of the organization's computers will also result in referral to law enforcement.

### **B. No Expectation of Privacy**

The Autism Society of Maine's computers remain under the control, custody, and supervision of the organization at all times. The organization reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of organization computers, including e-mail, stored files, and Internet access logs.

### **C. Access to the Autism Society of Maine Computers, Networks, and Internet Services**

The level of employee access to the organization's computers, networks, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the organization's computers and networks is strictly prohibited.

### **D. Acceptable Use**

The Autism Society of Maine's computers, networks, and Internet services are provided to employees for administrative, educational, communication, and research purposes consistent with the organization's educational mission statement, curriculum, and instructional goals. All Board policies, organization rules, and expectations for professional conduct and communications apply when employees are using the organization's computers, networks, and Internet services.

## **E. Personal Use**

The Autism Society of Maine's computers, network, and Internet services are provided for purposes related to organization programs and operations, and performance of job responsibilities. Incidental personal use of organization computers is permitted as long as such use does not interfere with the employee's job responsibilities and performance, does not interfere with system operations or other system users, and does not violate this policy and the accompanying rules, or any other Board policy, procedure, or organization rules.

"Incidental personal use" is defined as use by an individual employee for occasional, limited personal communications that is unrelated to business, unlawful or prohibited purposes.

## **F. Prohibited Uses**

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal, or which violates other Board policies, procedures, or organization rules, including harassing, discriminatory, or threatening communications and behavior; violations of copyright laws, etc. The organization assumes no responsibility for illegal activities of employees while using organization computers.
2. Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive.
3. Any inappropriate communications with minors.
4. Any use for private financial gain, or commercial, advertising, or solicitation purposes.
5. Any use as a forum for communicating by e-mail, or any other medium, with other organization users or outside parties to solicit, proselytize, advocate, or communicate the views of an individual or non-sponsored organization; to solicit membership in, or support of, any non-sponsored organization; or to raise funds for any non-sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide organization e-mail addresses to outside parties whose intent is to communicate with employees or their families for non-organizational purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the Executive Director or other appropriate administrator.
6. Any communication that represents an employee's personal views as those of the organization, or that could be misinterpreted as such.
7. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The organization assumes no responsibility for illegal software copying by employees.

8. Sending mass e-mails to organization users, or outside parties, for organization purposes without the permission of the Executive Director or other appropriate administrator.
9. Any malicious use or disruption of the organization's computers, networks, and Internet services, any breach of security features, or misuse of computer passwords or accounts (the employee's or those of other users).
10. Any misuse or damage to the organization's computer equipment, including opening or forwarding e-mail attachments (executable files) from unknown sources that may contain viruses.
11. Any attempt to access unauthorized sites, or any attempt to disable or circumvent the organization's filtering/blocking technology, without permission of the Executive Director or other appropriate administrator.
12. Failing to report a breach of computer security to the system administrator.
13. Using organization computers, networks, and Internet services after such access has been denied or revoked.
14. Any attempt to delete, erase, or otherwise conceal any information stored on an organization's computer that violates these rules or other Board policies or organization rules, or refusing to return computer equipment issued to the employee, upon request.

#### **G. Disclosure of Confidential Information**

Employees are expected to use appropriate judgment and caution in communications concerning staff to ensure that personally identifiable information remains confidential.