

COMPUTER USE POLICY

804.1

It is the intent of the Agency to provide the necessary equipment, software and computer communication tools to support day to day operations. Therefore, the security and ownership of all data and software used and owned by the agency will be monitored from time to time to insure proper and necessary use.

- 1.) All electronic and telephonic communication systems (including internet usage, e-mail, voice mail, etc.) and all communication and information transmitted by, received from, or stored in Agency systems are the property of this Agency, and as such are to be used solely for job-related purposes.
- 2.) Employees are not permitted to use a password, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Agency representative.
- 3.) All passwords are property of this Agency.
- 4.) To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the Agency's legitimate business interests, authorized representatives of the Agency may monitor the use of such equipment from time to time, without notice to the employee. Sensitive information is not to be sent via electronic email.

Revised 11/05/2009

ELECTRONIC MAIL (E-Mail)

Refer to Agency Computer Policies

INTERNET POLICY

Refer to Agency Computer Policies