

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-01-0016

AREA: General

DATE: 9/24/10

SUBJECT: Computer, Email and Internet Usage

REVIEWED: 9/24/10

I. PURPOSE

Rocky Mountain College recognizes that use of the internet has many benefits for the College and its employees. The internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately. Unacceptable usage of the internet can place Rocky Mountain College and others at risk. This policy discusses acceptable usage of the internet.

II. POLICY

The following policy has been established for using the internet and e-mail in an appropriate, ethical and professional manner.

- A. Rocky Mountain College's internet and e-mail access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory, or harassing nature, or any 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. Harassment of any kind is prohibited.
- B. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon Rocky Mountain College or be contrary to Rocky Mountain College's best interests; and any illegal activities -- including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or e-mail -- are forbidden.
- C. The College's internet or e-mail access may not be used by employees to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.
- D. Copyrighted materials belonging to entities other than Rocky Mountain College may not be transmitted by employees on the College's network. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who

- may be interested in the information and have that person look at it on his/her own.
- E. Employees are to refrain from using the College's equipment to access or post to chat groups, news groups, and blogs.
 - F. Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files, and "spamming" (sending e-mail messages to thousands of users.)
 - G. The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the Academic Computing Department. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that these will be compatible with other programs on the network and; therefore, please refrain from downloading such plug-ins.
 - H. Each employee is responsible for the content of all text, audio and/or images that he/she places or sends over the College's internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the College's name is attached to all messages so use discretion in formulating messages.
 - I. E-mail and internet usage is not private or confidential. All electronic communications are the College's property. Therefore, Rocky Mountain College reserves the right to examine, to monitor, and to regulate e-mail messages, directories and files, as well as internet usage. Also, the internet is not secure so do not assume that others cannot read or possibly alter your messages. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the College or they are invalid and cannot be used.
 - J. All e-mail messages should be treated as confidential by employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them.
 - K. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the College.

Rocky Mountain College's Right to Monitor and Consequences

All College-supplied technology, including computer systems and company-related work records, belong to Rocky Mountain College and not to the employee. Rocky Mountain College routinely monitors usage patterns for its e-mail and internet communications. Although encouraged to explore the vast resources available on the internet, employees should use discretion in the sites that are accessed.

Since the e-mail and internet connection, are Rocky Mountain College-operated, all College policies are in effect at all times. Any employee who abuses the privilege of Rocky Mountain College facilitated access to e-mail or the internet, may be denied access to the internet and, if appropriate, be subject to disciplinary action up to and including termination.

Questions Regarding the Use of the Internet or E-mail

If you have questions regarding the appropriate use of the internet or e-mail, contact your supervisor.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: Signature on file Date: 9/24/2010
President

Approved: Signature on file Date: 9/24/2010
Chair, Board of Trustees

V. INDEXING TERMS

Computer
Email
Internet