

# Policy on Use of the Internet / E-Mail

## INTERNET –

1. Access to the Internet is primarily for the exchange of information and research consistent with the vision, mission, goals and activities of the League.
2. Access to the Internet is provided both as a business tool for and a benefit to employees.
3. Employees shall use the Internet solely for job-related research and League business communications during work hours.
4. Employees may use the Internet on-site for personal research and communications **outside of work hours**, provided these activities do not result in additional expenses for the League and do not interfere with League business. Employees shall not use the Internet for private or commercial business use.
5. Employees shall not use the Internet for inappropriate or unlawful purposes, including but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is **unlawful**, obscene, indecent, vulgar, pornographic or otherwise objectionable.
6. Inappropriate or unlawful Internet use will result in discipline up to and including immediate dismissal.
7. Internet access records and records of downloaded files are not private and may be occasionally monitored as the Executive Director deems necessary.
8. The Executive Director shall develop, as necessary, guidelines and procedures for employees regarding computer and Internet access and use.

## E-MAIL –

The above rules for the Internet also apply to the use of electronic mail provided to League employees through **GroupWise**. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the League and subject to state archivist rules for retention/destruction. Electronic mail is not considered private information and may be monitored by your supervisor and/or the Executive Director as they deem necessary.