



Electronic Communications Policy for Faculty & Staff

Elms College has established a policy for appropriate use of computers, software, e-mail, and the internet. All computer hardware, software, files, and data on College premises are considered the property of the College. Elms College has an interest in maintaining the security of this property and ensuring its proper care. All computing resources provided to College faculty and staff, including equipment, software, accessories, local area networks (LANs), email, Internet, Intranet, are to be used for instruction and research, and legitimate College business.

E-Mail

E-mail is a tool that is intended to increase the efficiency of business communications. Employees should exercise the same discretion when using e-mail as when using any other form of communication at work. Appropriate business language must be used in all messages, and users are expected to conduct themselves in a professional manner. **As with any other non-business interaction at work, personal email transactions should be very limited.**

Please be aware that, as is the case with other computer data and files, all e-mail is property of the College. While e-mail is generally treated confidentially, the College reserves the right to monitor, review, intercept, access, and disclose all messages created, received, or sent over the system for any purpose.

Internet

The Internet can be a valuable business resource when used appropriately. Misuse or overuse, though, can drain College resources and interfere with productivity. Users are expected to follow access procedures established by the College and ensure the use of the Internet in the company's best interests.

Computer Software & Accessories

The College's computers should contain only software and accessories needed for the performance of business and purchased by and properly registered to the College. All computer equipment and software (except upgrades) must be approved in advance by the Information Systems (IS) Director before installing or downloading. Special precautions must be taken to ensure compatibility and safety of system software and equipment.

All Elms College computers, email facilities and Internet access to accounts are the College's property and are to be used solely to facilitate the business of the College. In addition, all software that has been installed on the College's computers and any data collected, downloaded and/or created on the College's computers is the exclusive property of the College and may not be copied or transmitted to an outside party or used for any purpose not directly related to the business of the College.

Monitoring

Employees should expect that all information created, transmitted, downloaded, received or stored in Elms College computers and servers may be accessed at any time without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality regarding messages or information (regardless of whether or not documents/messages are password-protected) or that deleted messages are necessarily removed from College computers or servers.

Guidelines

1. Employees should use or attempt to use only services to which the College has access.
2. Employees must identify and represent themselves accurately in all Internet and e-mail transactions.
3. All passwords must be disclosed to the College or they are invalid and cannot be used.
4. The **following actions are strictly prohibited** and may lead to disciplinary action, up to and including dismissal:
 - Defaming the College or any employee or knowingly spreading false information through e-mail or using e-mail messages in a way that could be harmful to employees and workplace morale.
 - Downloading, displaying, or transmitting sexually explicit material.
 - Using e-mail, voice-mail, the Internet, or any other electronic communication to harass or discriminate against an individual on the basis of their age, race, national origin, religion, or any other protected classification.
 - Using the e-mail system to send offensive or disruptive messages, including those containing sexual implications, racial slurs, and/or gender-specific comments.
 - Soliciting or transmitting confidential, privileged, financial or proprietary information of the college.
 - Distributing chain letters.
 - Gambling, monitoring sports scores, "surfing the Internet," or playing electronic games.
 - Attempting to gain unauthorized access to College information.
 - Upon termination, no employee shall remove any software or data or documents of any sort from College-owned computers.

Applicable laws which all users of Elms College computing resources must adhere to include: Computer Abuse Amendment of 1994, the Federal Electronic Communications Act, and the U.S. Copyright Act.



Electronic Communications
Receipt & Acknowledgement of Policy

As an employee of Elms College, I understand that I am expected to adhere to the Electronic Communications Policy concerning Computer Use, Software & Accessories, Internet, E-Mail and the guidelines set forth in the policy. I further understand that the college reserves the right to monitor or access without prior notice all information created, transmitted, downloaded, received or stored in Elms College computers and servers.

I acknowledge that I have been given a copy of the Elms College Electronic Communications Policy which includes a sample list of **actions that are strictly prohibited** and may lead to disciplinary action, up to and including dismissal.

PRINT EMPLOYEE NAME _____

EMPLOYEE SIGNATURE _____

TODAY'S DATE _____