

## **COMPUTERS / E-MAIL:**

Computers, computer files, the e-mail system, and software furnished to employees are the property of KCES and **are intended for business use.** Employees should not use a password, access a file, or retrieve any stored communication without authorization.

To ensure compliance with this policy, **computer and e-mail usage may be monitored.** E-mail is an extension of the workplace and any abusive or inappropriate e-mail will result in disciplinary action by the employer that could lead to termination. There will be no allowances for display or transmission of any sexually explicit images, cartoons or messages. The e-mail system will not be allowed to be used for any communications containing any racial or ethnic slurs or epithets or anything that could be construed as harassment or offensive to others based on sex, age, race, national origin, sexual orientation, disability or color.

**All messages on the e-mail system can be traced to their author even after they are deleted.**

## **COMPUTER – INTERNET USAGE:**

Internet access is provided by KCES **to assist employees in obtaining work related data and technology.** The following guidelines have been established to help ensure responsible and productive internet usage.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of KCES and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the internet remain at all times the property of KCES. As such, **KCES reserves the right to monitor internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.**

Abuse of the internet access provided by KCES in violation of law or KCES policies will result in disciplinary action, up to and including termination of employment. Employees may also be held **personally** liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images
- **Using KCES' time and resources for personal** gain
- Stealing, using, or disclosing someone else's code or password
- Copying, pirating, or downloading software and electronic files without permission

- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage KCES' image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of KCES' electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of KCES
- Sending anonymous e-mail messages
- Engaging in any other illegal activities