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Phone (937) 275-7275

## 402 Computer Usage (E-MAIL)

MetroParks recognizes that use of the Internet, email and online services has many benefits for MetroParks and its employees but can also be subject to abuse. The following addresses some, but not necessarily all, of the uses subject to abuse.

### Use of Internet

Access to the Internet through the MetroParks network is a privilege and carries responsibilities reflecting responsible and ethical use. Internet access must be approved and granted through the employees' department head and the IT Manager. The request must document the reasons for requiring access to the Internet in order that the IT Department evaluates the resources available to ensure that employee-users remain in compliance with this policy. Use of the Internet through the MetroParks network constitutes the individual's acceptance of this policy.

Employee-users are expected to be knowledgeable of these and all policies of MetroParks. Any questions regarding this policy should be directed to the HR Department and/or the IT Manager. Violations of this or any other MetroParks policy subjects the employee-user to immediate revocation of system privileges and may result in further disciplinary action, up to and including termination.

MetroParks often uses the services of contractors, co-ops and other individuals. This policy covers all parties authorized to use MetroParks computers, email, Internet and network resources.

### Authentication Process

The employee-user must first be authenticated through a MetroParks' IT assigned network username and password. The username and password is the responsibility of the individual to whom it is assigned. Any authorized use of the username and password by other individuals (i.e., other staff or volunteers) to gain access to the MetroParks' network and Internet makes that employee-user responsible for any and all actions of those individuals. Employee-users will need to protect themselves from unauthorized use by locking their workstation or logging off when not at your workstation. Users will also not share their sessions with anyone. Violations of MetroParks' Internet Use Policy and any other policy through the authorized use of the username and password subjects the individual to whom it is assigned to disciplinary action, up to and including termination. You should not expect that transmissions made through MetroParks' network are confidential. Although you will be given a username and password, this does not insulate transmissions from employer review for business purposes. Employees establishing additional username and password will immediately advise the IT department upon establishing such credentials.

### Personal Use of the Internet

Limited personal use of the Internet is allowed. However, the employee-user is reminded that use of any and all MetroParks' property is primarily for the purpose of MetroParks' business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.

### Ethical Use of Internet

At any time and without prior notice, MetroParks' management reserves the right to examine e-mail, personal file directories, and other information stored on MetroParks' computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the IT Manager. As such, the IT Manager may monitor access to the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other MetroParks' policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal



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activity. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through or postings to public newsgroups must fall within these ethical standards.

The employee-users are also prohibited from using Internet access through MetroParks' systems for any other business or profit-making activities.

In general, employees should exercise the same restraint and caution in drafting and transmitting messages over the Internet as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients.

### Downloading Software

Employee-users are prohibited from downloading software from the Internet without prior written approval from the IT Department. Downloading of games from the Internet is prohibited.

Downloading any executable files or programs which change the configuration of your system by anyone other than IT Department personnel is prohibited. The employee-user should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses should result in corruption or damage to files and/or unauthorized entry into MetroParks' network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If the employee-user finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the IT Department.

Employee-users may not install other on-line services to access the Internet on MetroParks' owned computers, such as America Online, CompuServe, EarthLink, etc. Any questions should be directed to the IT Department.

### General Guidelines

The IT Department will have a signed copy of section 402 of the policy manual on-file before any network resources or access is permitted on the MetroParks' network.

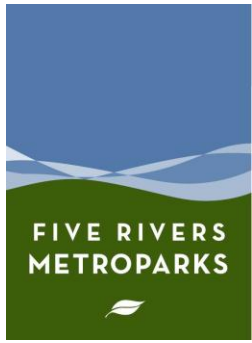
Should any employee-user be asked for information regarding MetroParks' computer network or any other system information, that request should be directed directly to the IT Manager. No information about MetroParks' network, including information about the employee-users workstation, will be given to anyone except authorized IT personnel.

Repairs to MetroParks' computer equipment and any related peripherals will only be performed by qualified MetroParks' IT personnel. It is also the employee-users responsibility to report problems to computer and related equipment promptly to the IT Department.

No computer or related equipment will be purchased or installed without the IT Department approval.

Employees are not permitted to use personal computer equipment and related peripherals on the MetroParks' network or at our facilities. Employee-users are also not permitted to use said equipment at any off-site MetroParks' event without the prior approval of the IT Manager.

MetroParks employees violating the above procedures are subject to discipline up to and including termination. Violations of these procedures may also result in criminal prosecution.



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Use of the Internet, email and online services has great potential to enhance the productivity at Five Rivers MetroParks. At the same time, misuse is possible. Users of the MetroParks data network must be held accountable for their use and misuse of government resources, of which access to the internet and email is but two examples.

- 1) Internet and email are intended to be used only for business purposes. Uses that interfere with normal business activities involve solicitation or are associated with any for-profit business activities are strictly forbidden.
- 2) MetroParks network users shall not use the Internet or email for operating a business for personal gain or sending chain letters.
- 3) MetroParks network users shall not use the Internet or email to transmit or view material that is offensive, obscene, pornographic, threatening or racially or sexually harassing.
- 4) MetroParks network users shall not use the Internet or email to disseminate or print copyrighted materials in violation of copyright laws.
- 5) MetroParks network users shall not distribute any username or password issued to them to any MetroParks employee or non MetroParks employee.
- 6) Internet and email usage is subject to other limitations as imposed by supervisors to prevent excessive or improper use.
- 7) MetroParks network users are advised that access to and use of the Internet, including communication by email, is not confidential. Internet and email access can and will be monitored for compliance.

I have read and understand the above Acceptable Use Policy.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please return the original to the MetroParks IT Manager\*\***