

Central Oklahoma Workforce Investment Board, Inc.

Effective
August 15,
2007

COMPUTER USE POLICY

PURPOSE

A. To better serve our customers and provide our employees and workforce partners with the best tools to do their jobs, *Central Oklahoma Workforce Investment Board, Inc. (COWIB)* makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external online services, intranet, Internet and the World Wide Web.

B. *Central Oklahoma Workforce Investment Board, Inc.* encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and partners connected with the organization **MUST** remember that electronic media and services provided by the COWIB are COWIB property and their purpose is to facilitate and support COWIB business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all computer users are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the *Central Oklahoma Workforce Investment Board, Inc.* philosophy and set forth general principles when using electronic media and services.

PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam);
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;
7. In violation of any license governing the use of software; or
8. Engaged in for any purpose that is illegal or contrary to *Central Oklahoma Workforce Investment Board, Inc.* policy or business interests.

PERSONAL USE

The computers, electronic media and services provided by *Central Oklahoma Workforce Investment Board, Inc.* are primarily for business use to assist employees and workforce partners in the performance of their jobs. Limited, occasional, or incidental use of electronic

Central Oklahoma Workforce Investment Board, Inc.

media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. Employees are prohibited from allowing persons that **ARE NOT DIRECT EMPLOYEES OR PARTNERS** from using their computer, electronic media and services (internet). Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

ACCESS TO EMPLOYEE OR PARTNERS COMMUNICATIONS

A. Generally, electronic information created and/or communicated by an employee and/or workforce partner using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the COWIB. However, the following conditions should be noted:

Central Oklahoma Workforce Investment Board, Inc. does routinely gather logs for most electronic activities or monitor communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating COWIB policies or engaging in illegal activity.

B. *Central Oklahoma Workforce Investment Board, Inc.* reserves the right, at its discretion, to review any electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other COWIB policies.

C. Employees and workforce partners should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

SOFTWARE

A. To prevent computer viruses from being transmitted through the COWIB's computer system: **Downloading of any unauthorized software is strictly prohibited. This is to include ANY freeware, shareware, toolbars, screensavers, hardware, I-tunes or internet utilities, etc.** Only software registered through COWIB may be downloaded after approval from the CEO and/or his designee. Employees or partners should contact the CEO and/or his designee if they have any questions.

B. **All computer property of COWIB will be subject to periodic review of all software, media, etc. Any software, media, ect. that has been installed without approval will be removed.** All users who knowingly and willingly violate this Policy are subject to immediate discipline up to and including termination and may lose their use of COWIB equipment.

SECURITY/APPROPRIATE USE

A. Employees and partners must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by COWIB, employees and workforce partners are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and

Central Oklahoma Workforce Investment Board, Inc.

4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

VIOLATIONS

Any person who abuses the privilege of their access to e-mail or the Internet, in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

EMPLOYEE and PARTNERS AGREEMENT ON USE OF E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the COWIB's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of *Central Oklahoma Workforce Investment Board, Inc.* to our customers, competitors and suppliers and that I have a responsibility to maintain a positive representation of the above entities. Furthermore, I understand that this policy can be amended at any time.

Date: _____

Signature: _____

Printed Name: _____