

JORDAN VALLEY EMS AUTHORITY POLICY

POLICY #:106.7.1.5

**SUBJECT: COMPUTER, EMAIL AND INTERNET
CONDUCT**

CAAS STANDARD: 106.7.1

SCOPE: ALL EMPLOYEES AND VOLUNTEERS

PURPOSE:

The purpose of this policy is establish rules of conduct when using Authority computers to access the internet, and use of Authority email accounts. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk and Authority is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, the use of the Internet and email at the Authority is governed by the following policy:

POLICY:

Computers, the internet and Authority email accounts are essential tools for productivity at the Authority. The Authority must take necessary steps to protect sensitive information and equipment from damage, loss, theft or other such compromises. The Authority will do this by rigorous enforcement of the procedures below.

PROCEDURE:

I. AUTHORITY COMPUTERS AND NETWORK:

The computer network is the property of the Authority and is to be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, employees ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use Authority's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

II. COMPUTER NETWORK USE LIMITATIONS:

PROHIBITED ACTIVITIES. Without prior written permission from Authority, the Authority's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the users' or any other employee's job performance; b) have an undue effect on the computer or Authority network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of the Authority. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

ILLEGAL COPYING. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Authority.

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III. DUTY NOT TO WASTE OR DAMAGE COMPUTER RESOURCES:

ACCESSING THE INTERNET. To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Authority's network must do so through an approved Internet firewall or other security device. Bypassing Authority's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the Authority's network.

FRIVOLOUS USE. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

VIRUS DETECTION. Files obtained from sources outside the Authority, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the Authority's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Authority sources, without first scanning the material with Authority-approved virus checking software. If you suspect that a virus has been introduced into the Authority's network, notify Authority immediately

VI. USE OF AUTHORITY EMAIL:

Authority email accounts are to be used for communication pertinent to the operations of the Authority. Use of Authority email accounts for disseminating explicit or derogatory materials is prohibited. "Spamming" or other such conduct originating from an Authority email address is prohibited. Solicitation of services from or to other than those provided by the Authority or for resources needed by the Authority using an Authority email account is prohibited. All Authority policies regarding general conduct including harassment and confidentiality apply to use of Authority email accounts.

V. NO EXPECTATION OF PRIVACY:

Employees are given computers, email accounts and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the Authority's computer equipment or email accounts. The computer network and other computer resources including email accounts, hardware and software is the property of the Authority and may be used only for Authority purposes

VI. WAIVER OF PRIVACY RIGHTS:

Users expressly waives any right of privacy in anything they create, store, send or receive using the Authority's computer equipment, email or Internet access. User consents to allow Authority personnel access to and review of all materials created, stored, sent or received by User through

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any Authority network, email or Internet connection. Such emails are public record

VII. MONITORING OF COMPUTER USAGE:

The Authority has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring emails, chat and newsgroups, monitoring file downloads, and all communications sent and received by users

VIII. BLOCKING SITES WITH INAPPROPRIATE CONTENT:

The Authority has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

IX. INAPPROPRIATE POSTINGS:

The Authority's Confidentiality Policy extends to the use of the internet and postings on blogs and social networking sites. Employees will not post materials on the internet that would violate the confidentiality agreement or be damaging to the Authority. See Policy 107.1.6 Internet Social Networking

POLICY HISTORY:

Implemented February 1, 2015