Email and Internet Usage Policy

Email and internet extensions are assigned to an employee’s computer for the sole purpose of conducting company business. Some assignments and responsibilities at the help desk require access to the internet and email. Only technicians that are appropriately authorized, for company purposes, may use the internet to access and download any needed, additional software.

Email is also to be used for company/help desk business only. You are not to conduct any personal business using company computers or email. Non-business related emails waste company and employee time and attention. Any email content that discriminates any protected classification including age, race, color, religion, sec, national origin, disability, genetic information, sexual preference and even weight is prohibited.

Keep in mind that the company owns any communication that is sent via email or otherwise stored on company equipment, such as computers, flash drives, or external hard drives. Management and other authorized staff have the right to access your email or material on your computer at any time. Please do not consider your electronic communication, storage, connection, or access to be private if it is created or stored on work systems and servers.

Internet use on company time using devices that are connected to the company network is authorized to conduct company business only. Internet use also creates the possibility of contamination in our system via viruses, malware, and spyware. For this reason, and to assure the use of work time appropriately for work, we ask technicians to limit internet use.