

# **Family First Credit Union**

## **Electronic Systems and Acceptable Computer Use Policy**

### **General Policy Statement:**

This policy defines the responsibility of employees relative to the use of Family First Credit Union's electronic systems, such as e-mail, voice mail, computers, internet and fax. All electronic communications are considered confidential credit union information and should not be divulged except in the normal course of business. Each user's right to access and use the credit union's electronic systems is conditioned on compliance with this policy.

### **Computers and E-mail:**

Family First Credit Union's computers are to be used for credit union business only. Employees may not use credit union computers for personal business. This applies to the use of electronic mail (e-mail) as well as other software programs, the internet and the intranet.

Member account information such as member number or social security number will not be transmitted thru email unless it has been encrypted with encryption software that is approved by the Information Technology Manager. When this type of information has to be sent please contact the Information Technology Manager for assistance.

All software and data stored on Family First Credit Union computers belong exclusively to the credit union. The credit union reserves the right to view, retrieve, and delete data and software at any time.

Employees may not use, transmit, remove, tamper with, copy, destroy, or reveal information that is data stored on Family First Credit Union computers other than in the course of normal business dealings.

Computer software will be installed on Family First Credit Union computers by the Information Technology Manager only. All installed software must have the appropriate license for its intended use. No personal or downloaded software is to be installed without approval of the Information Technology Manager.

Family First Credit Union desires to maintain all computers in a virus-free state. Therefore, employees may not use any non-credit union software, USB flash drives, CD's or DVD's that are not created at the credit union in the computers without first checking to ensure they are virus-free. Information Technology Manager will provide software on the network for virus checking.

The electronic systems may not be used in any way that may be disrespectful, offensive to others, or harmful to morale. The electronic systems may not be used to violate local, state, or federal law. The electronic systems may not be used to violate any other policy or procedure of Family First Credit Union.

The information contained and generated on the electronic systems, including e-mail, is not private and is the property of Family First Credit Union. The electronic systems should not be used with the expectation of complete privacy for either the sender or the recipient(s) of the communication. Family First Credit Union may, at its own discretion and at any time, monitor the contents of any employee's computer, including e-mail.

Employees must select passwords quarterly for the various electronic systems. These passwords are confidential. Employees are expected to maintain the confidentiality and not reveal this information to other staff members. If an employee has reason to believe that a password has been compromised, it is the employee's responsibility to change it immediately.

Employees may not use other employees' passwords to enter into systems or exercise override authority that they are not authorized to use.

All employees are responsible for properly logging off all systems at the end of each day or any time they are away from their workstation for more than five (5) minutes. All employees must properly reboot their systems on a daily basis.

Playing computer games during working hours is prohibited.

Employees should save computer files to the network. The Information Technology Manager will maintain weekly backups of all computer network files which will be stored in a fireproof vault on and offsite in the cloud.

## **Voice Mail and Fax Machine**

The use of the Family First Credit Union voice mail system and the fax machine is intended for credit union business only. Employees may not use voice mail or the fax machine for personal business.

Messages placed on the voice mail system are not private and are the property of Family First Credit Union. Family First Credit Union may, at its own discretion and at any time review, retrieve, and delete messages in individual voice mailboxes. Because the credit union reserves the right to obtain access to all messages left or received in the voice mail system, employees should not assume such messages are confidential or that access by Family First Credit Union or its authorized

representatives will not occur.

The voice mail system can be accessed by computer authentication by username and password or if dialing direct into the voice mail system, employees must select individual passwords for use and will change their individual passwords quarterly.

## **Internet and Intranet Access**

Access to the Internet and intranet has been provided to staff members for the benefit of Family First Credit Union and its members.

The Internet and intranet are to be used in an effective, ethical, and lawful manner for the conduct of official credit union business or to gain technical or analytical advice.

Employees are cautioned to be careful about how they represent themselves, given that what they say or do could be interpreted as credit union opinion or policy. Employees must obtain management approval prior to placing information on the Internet and should make every attempt to ensure that the information is accurate and up-to-date.

The credit union's Internet and intranet may not be used for personal gain or advancement of individual views. Solicitation or non-credit union business or any use of the Internet for personal gain is prohibited. Viewing, sending, or downloading information from pornographic or offensive Internet sites is prohibited.

Fraudulent, harassing, or obscene messages are prohibited. No messages or materials with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message.

All messages created, sent, or retrieved over the Internet are the property of Family First Credit Union and should not be considered private. Family First Credit Union reserves the right to access and monitor all messages, files, and Internet use of employees on the computer system as deemed necessary and appropriate.

All communications including text and images can be disclosed to law enforcement and other third parties without prior consent of the sender or receiver.

To prevent computer viruses from being transmitted through the system, there will be

no unauthorized downloading of software. Illegal or unauthorized downloading, uploading, copying, or distribution of copyrighted works is strictly prohibited, and infringements could result in legal liability for Family First Credit Union. All software downloads will be done only through the Information Technology Manager.

Any staff member found to be in violation of this policy may be subject to disciplinary action, including termination.

**I have read and understand the Electronic Systems and Acceptable Computer Use Policy.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee signature \_\_\_\_\_