Electronic Mail Monitoring and Internet Usage Policy

The \_\_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission recognizes its employees’ need to be able to communicate efficiently with fellow employees and residents. Therefore, the Road Commission has installed an internal electronic mail (e-mail) system to facilitate the transmittal of business-related information within the Road Commission and with our residents.

The e-mail system is intended for business use only. The use of the Road Commission’s e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Management reserves the right to enter, search and/or monitor the Employer’s e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Employer’s private e-mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the Employer’s e-mail system are private and confidential.

The Road Commission’s policies against sexual and other types of harassment apply fully to the e-mail system. Therefore, employees are also prohibited from the display or transmission of sexually explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others’ files. All e-mail passwords must be made available to the Road Commission at all times.

Access to the internet is provided by the Road Commission to facilitate the assigned duties and responsibilities of Road Commission personnel. The use of the Internet facilities by an employee must be consistent with the following:

Internet users are required:

* To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files or data, belonging to other users, unless explicit permission to do so has been obtained.
* To respect the legal protection provided to programs and data by copyright and license.
* To protect Road Commission data from unauthorized use or disclosure.
* To respect the integrity of the computing systems.
* To safeguard their accounts and passwords.

 Unacceptable Use:

* Activities unrelated to Road Commission business.
* Activities unrelated to official assignments and/or job responsibilities.
* For any illegal purpose.
* To transmit threatening, obscene or harassing materials or correspondence.
* To receive materials construed as harassing or embarrassing to others.
* For unauthorized distribution of Employer data and information.
* To interfere with or disrupt network users, services or equipment.
* For private purposes of any nature.
* For solicitation for religious and political causes.
* For private advertising for products or services.
* For activity to foster personal gain.

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are NO facilities provided by the Road Commission’s system for sending or receiving private or confidential electronic communications. **Employees are hereby notified they have no expectation of privacy when using the Road Commission’s information systems.**

The Road Commission will have access to all mail and user access requests and will monitor messages as necessary to assure efficient performance and appropriate use. The Road Commission reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted. This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the internet facilities and is not necessarily exhaustive.

Violation of this policy will result in disciplinary action, up to and including discharge.