

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 515 – Use of the Internet**

**1. General Information**

- a. Internet access to global electronic information resources on the World Wide Web is provided by the Partnership for Children of Cumberland County, Inc. (PFC) to assist employees in obtaining work-related data and technology.
- b. The following policies, guidelines and procedures have been established to help ensure responsible and productive Internet usage.

**2. Policies**

- a. All employees, temporary staff and contractors utilizing the PFC network will abide by the PFC Internet Security Policy, approved by the Board of Directors on 5/30/2002, which provides detailed guidelines of acceptable Internet use on the PFC network.
- b. All Internet data that is composed, transmitted, or received via PFC computer, iPad and iPhone communications systems is considered to be part of the official records of PFC and, as such, is subject to disclosure to law enforcement, auditors or other third party officials.
- c. Employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.
- d. The equipment, services, and technology provided to access the Internet remain, at all times, the property of PFC.
- e. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.
- f. PFC reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through the online connections and stored in the computer systems or transmitted through iPads or iPhones.
- g. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.
- h. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.
- i. Employees are responsible for ensuring that all Internet communications are conducted with legal, valid and reputable websites and parties.
- j. Abuse of the Internet access provided by PFC in violation of law or PFC policies will result in disciplinary action, up to and including termination of employment
- k. All downloaded files will be checked for viruses; all compressed files will be checked before and after decompression.
- l. Employees may also be held personally liable for any violations of this policy.

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- m. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:
- 1) Sending or posting discriminatory, harassing, or threatening messages or images.
  - 2) Operating or maintaining a business on-line or selling personal property over the Internet.
  - 3) Using the organization's time and resources for personal financial gain and any other manner not previously described.
  - 4) Stealing, using, or disclosing account information or password to internal staff or other parties without authorization.
  - 5) Copying, pirating, or downloading software and electronic files without IT approval and supervisor's permission.
  - 6) Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
  - 7) Violating copyright law.
  - 8) Failing to observe licensing agreements.
  - 9) Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
  - 10) Sending or posting messages or material that could damage the organization's image or reputation.
  - 11) Participating in the viewing or exchange of pornography or obscene materials.
  - 12) Sending or posting messages that defame or slander other individuals.
  - 13) Unauthorized access to the network or computer system of another organization or person.
  - 14) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
  - 15) Using the Internet for political causes or activities, religious activities, or any sort of gambling.
  - 16) Jeopardizing the security of the organization's electronic communications systems.
  - 17) Passing off personal views as representing those of the organization.
  - 18) Engaging in any other illegal activities not already described.

**3. Guidelines**

- a. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.