

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Computer and Email Usage

REVISED: 1/17/2008

POLICY: # 200.7

APPLIES TO: All Personnel

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Computers, computer files, Internet access, the email system, and software furnished to employees are Southern Stone County Fire Protection District property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Southern Stone County Fire Protection District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Southern Stone County Fire Protection District prohibits the use of computers, Internet, and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Refer to Policy 200.3 – Sexual Harassment.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-district business matters.

Southern Stone County Fire Protection District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Southern Stone County Fire Protection District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Southern Stone County Fire Protection District prohibits the illegal duplication of software and its related documentation.

Employees should notify their Battalion Chief, the Fire Chief or any Station Officer upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

All personnel will be required to register their Login ID and password with the administrator of the computer system and/or the Fire Chief.