

COMMUNITY ARTS AGENCY INTERNET AND E-MAIL USAGE POLICY

OVERVIEW

- 1) These Guidelines contain important policies and rules with regard to access to and use of electronic mail services (“e-mail”) and the internet. Many of the rules apply equally to the Arts Agency’s other methods of communicating with the outside world such as by letter, fax, and telephone.
- 2) It is the policy of the Arts Agency to ensure that e-mail is used primarily for the conducting of Arts Agency business, and is not used in any illegal, offensive or unethical manner.
- 3) The Arts Agency reserves the right to designate those persons to whom it will provide internet access and e-mail addresses. Access may be revoked at any time to persons who misuse the system or violate any of the rules contained herein. Individuals not requiring constant internet access may have their access restricted to certain times of day. In any event the Arts Agency reserves the right to withdraw internet access and e-mail from any employee or other user. Any e-mail or internet account associated with the Arts Agency or assigned by the Arts Agency to individuals is the property of the Arts Agency. Any information originating from or stored in those accounts is also the property of the Arts Agency.
- 4) The Arts Agency does permit a limited amount of personal use of its information technology facilities, including computers, printers, e-mail and internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact productivity, disrupt Arts Agency business and interfere with the work or rights of others. Therefore, all employees are expected to exercise responsible and ethical behavior when using the Arts Agency’s information technology facilities.
- 5) This Policy explains how e-mail and internet access should be used. It explains what you are allowed to do and what you are not allowed to do. It is vital that you read this Policy carefully. You will be deemed to have read it within 30 days of receipt. If there is anything you do not understand, it is your responsibility to ask the Executive Director to explain.
- 6) Any failure to comply with the rules set out by these guidelines or any action that may expose the Arts Agency to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination or employment and/or criminal prosecution.

ARTS AGENCY STAFF E-MAIL

- 1) All staff with stations in the Arts Agency facility have been assigned individual e-mail addresses under the purview of Arts Agency.
- 2) As the addressed recipient of this e-mail you must not copy, print, post, or forward, or disclose information that is sent to your attention to anyone without the consent of the Executive Director.
- 3) Replies to e-mails should be new e-mail messages without the original text or incoming message included.

PRIVACY

- 1) The Arts Agency respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Arts Agency-provided equipment or supplies. Employees should be aware that these guidelines may affect their privacy in the workplace.
- 2) By accessing the internet and electronic mail services through facilities provided by the Art Agency the user acknowledges that the Arts Agency can monitor and examine all individual computers, connections and communications. This may be done at any time without prior notice. The Arts Agency has the right to use monitoring and reporting software to ensure compliance with this internet policy and for any business purpose.
- 3) E-mail can be inadvertently sent to the wrong address. Someone other than the intended recipient may also read it. Caution must be exercised in communicating personal or confidentially sensitive information when using e-mail systems that are not protected by encryption and digital signature technologies.
- 4) Copies of confidential e-mail discarded and/or deleted by the user may still be recorded for some considerable time on internet servers, the recipient's computer and backup media.

GENERAL RULES: DO'S AND DON'TS

- 1) The Arts Agency e-mail system is primarily for business use. The use of e-mail and the internet for private or freelance business or other commercial use is prohibited. Occasional and reasonable personal use of e-mail is permitted provided that this does not interfere with the performance of your duties.
- 2) Ask yourself, before sending an e-mail, how you would feel if your message was read out in Court. E-mail messages may have to be disclosed in litigation.
- 3) Obtain confirmation of receipt for important e-mails sent and keep hard copies of important e-mails sent and received.
- 4) Keep all passwords secure. Log passwords with the Executive Director, and change them only with permission.
- 5) Check your e-mail on each working day. Reply promptly to all e-mail messages requiring a reply. Where a prompt detailed response is not possible, send a short e-mail acknowledging receipt and giving an estimate of when a detailed response will/should be sent.
- 6) Employees are prohibited from the unauthorized access to other employee's e-mail messages. The Arts Agency does reserve the right to access any employee's e-mail for any business purpose, and also for inspection for disciplinary or legal actions.
- 7) Do not impersonate any other person when using e-mail or amend or edit messages received.
- 8) The unauthorized use of e-mail for purposes of "snooping" is a violation of Arts Agency policy and will be grounds for dismissal.
- 9) Do not import any non-text file, including files received as e-mail attachments, onto your system without first checking them for viruses.
- 10) Do not create e-mail congestion by sending trivial messages or personal messages or by copying e-mails to those who do not need to see them.
- 11) Do not access the internet for purposes other than those for which you are employed.
Optional: [The exception to this rule is that you may access the internet for personal purposes during your lunch break.]

- 12) The Arts Agency strictly prohibits internet and e-mail usage for conducting non-Arts Agency commercial business.
- 13) Do not deliberately visit, view, or download any material from any internet site containing sexual or illegal material or material that is offensive in any way whatsoever.
- 14) Do not subscribe to any bulletin boards, newsgroups, list serves, or any other internet service of any kind whatsoever without prior written permission from the Executive Director.
- 15) Do not download software onto the Arts Agency's computer system without the prior written permission of the Executive Director. This includes software and shareware available for free on the internet.

COPYRIGHT

- 1) Employees may not use Arts Agency e-mail or internet access to infringe the copyright or other intellectual property rights of third parties.
- 2) The law of copyright applies to publications in digital and electronic form in the same way as it does to books and other forms of publication (including computer software). You are not permitted to download software onto your computer without the prior written permission of the Executive Director. You should also ensure that any other publications accessed on the internet are not subject to copyright before they are used by you. If you have any doubt as to whether a publication is subject to copyright you should first obtain authorization from the Executive Director.

ENTERING CONTRACTS

Although e-mail is widely thought of as an informal means of communication it is capable of forming or varying a contract in the same way as a written letter. You must ensure that you only send e-mails forming or varying a contract if you have been authorized by the Executive Director in writing.