



# Human Resource Policy Manual

**Subject: Electronic Mail and Internet Usage Policy**

**HR Policy: 310**

**Effective Date: 05/01/05**

**Revision: Revision Date: 06/22/07**

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**Board of Directors Approval: 03/12/05, 07/14/07**

**MSHS Policy Council Approval: 04/02/05, 08/25/07**

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This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

## **1.0 PURPOSE**

This policy defines Texas Migrant Council, Inc.'s Electronic Mail and Internet/Intranet Usage policy.

## **2.0 SCOPE**

This policy defines Electronic Mail, Internet Usage, and Intranet Usage policy for all Texas Migrant Council, Inc., employees and volunteers at all locations.

## **3.0 OBJECTIVES**

- 3.1** To enhance business operations, Texas Migrant Council, Inc., provides Electronic Mail (E-Mail) capabilities and Internet access for those employees whose job duties require Electronic Mail capability and/or Internet access, or their position allows Electronic Mail capability and/or Internet access.
- 3.2** Availability of Electronic Mail for any employee is based on valid, business related criteria. The use of Electronic Mail for any purpose other than authorized Texas Migrant Council, Inc., business is strictly forbidden.
- 3.3** Use of the Electronic Mail is not provided for any private use. Employees do not have a personal privacy right in any matter as related to the use of company provided tools and this includes the Electronic Mail system, the Internet or the Intranet.

## **4.0 PRIVACY AND CONTENT**

- 4.1** Texas Migrant Council, Inc., considers Electronic Mail to be a company asset and reserves the right to monitor, audit, and/or review, any and all Electronic Mail messages, Internet activity and computer systems to:
  - Protect against access to visual depictions that are adult in content, obscene, child pornography, or harmful to minors, employees, or volunteers.
  - Ensure that the above systems are being used for company purposes and to ensure that company policies are being followed.



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- Use of the Electronic Mail system or the Internet for personal reasons is permitted if it is infrequent and occasion, however such messages and activity becomes the property of the Company.

**4.2** Texas Migrant Council, Inc. also will implement measures such as using specialized filtering software to ensure that it's Electronic Mail, messages, internet activity and computer systems are not offensive, inappropriate, and disruptive to minors, employees, and volunteers. Such measures will ensure the following:

- Prevent access by minors, employees and volunteers to inappropriate matter on the Internet and World Wide Web;
- Ensure the safety and security of minors, employees and volunteers when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent the unauthorized access, including so-called "hacking," and other unlawful activities by minors, employees and volunteers online;
- Prevent the unauthorized disclosure, use, and dissemination of personal information regarding minors, employees and volunteers.

**4.3** The corporation reserves the right to take appropriate measures designed to restrict access to materials harmful to minors, employees and volunteers when necessary.

**4.4** For reasons of security, confidentiality, and productivity, employees should disclose information or messages only to authorized employees or individuals.

**4.5** All Electronic Mail messages are considered to be like normal written correspondence and are expected to contain appropriate language and content as is representative of inter-office, inter-company, and customer correspondence.

**4.5** Misuse of Electronic Mail, the Internet or the Intranet can be cause for discipline under the company's disciplinary procedures.

I \_\_\_\_\_ (Please Print) understand and will abide by the above stated Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. Disciplinary action may be taken, and/or appropriate legal action taken.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_