

**Administrative Policy 1: Network and Acceptable Use**  
**Review/Revision Index**  
**Original Acceptance Date: October 20, 2015**

- Reviewed on November 16, 2017
- Reviewed on August 6, 2019
- Reviewed on August 3, 2021
- Reviewed on July 20, 2023

**WORKFORCE DEVELOPMENT BOARD, INC**  
**ADMINISTRATIVE POLICY 1**

**SUBJECT:**

Network and Acceptable Use

**PURPOSE:**

It is the policy of the Workforce Development Board, Inc. (Board) to protect the privacy of staff members, who use the computers, computer network, and electronic messaging systems, to the maximum extent possible given the operational and security needs of the Board.

The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the Board. Given the great risk for employer liability arising from employee use of company e-mail systems, it is necessary to implement and disseminate an e-mail policy that includes these guidelines:

**PROCEDURE:**

The computers, computer network and messaging systems of the Board are intended for educational uses and work related communications. Incidental use of the e-mail and voice mail systems for personal communications is permitted as long as such communications are limited in number and do not interfere with the primary use of the system.

The following are uses which are unacceptable under any circumstances:

- The transmission or downloading of any language or images which are of a graphic sexual nature
- The transmission or downloading of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- The transmission or downloading of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- Uses that constitute defamation (libel or slander)
- Uses that violate copyright laws (for example: installation of unlicensed software)
- Installation of ANY non-approved software (for example: games, screensavers, or any other similar downloads from the internet) or attachment of any non-approved hardware. Installation of non-approved software can cause computers to function improperly or can even “corrupt” the operating system, rendering the computer useless. Therefore, no software may be installed without the expressed permission of the Board Director.
- Access to chat lines or creating personal home pages

- Uses that attempt to gain access of another computer system or to impair the operation of another computer system (for example: the transmission of a computer virus or an excessively large e-mail attachment)
- Any commercial or profit-making activities, unless specifically authorized by the Board Director.
- Any fundraising activities, unless specifically authorized by the Board Director.
- Staff members should write e-mails with no less care, judgment and responsibility than they would use for letters or internal memoranda on company letterhead, being aware that the letter or memorandum may become public
- Violations of the Board's e-mail policy may result in disciplinary action, up to and including discharge

#### **ACTION:**

Board staff members shall refrain from any action that would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of the passwords and the intentional disabling of any security features of the system. Staff members shall not take any action that may adversely affect the integrity, functionality, or reliability of any computer (for example: the installation of unauthorized hardware or software). Staff members shall report to the Board any action by others which would violate the security or integrity of any computer, network, or messaging system whenever such actions become known to them in the normal course of their duties. This shall not be construed as creating any liability for the staff member for the computer-related misconduct of others. The Board will take prompt disciplinary action against employees responsible for transmitting inappropriate and potentially offensive e-mails or any violation of this policy.

#### **RIGHT OF ACCESS:**

Although the Board respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the Board and the computer network and messaging systems require that full access be available at all times. The Board therefore reserves the right to access and inspect any computer, device, or electronic media within its system and any data, information, or messages that may be contained therein including all staff members email at any time. All such data, information and messages are the property of the Board and staff members should have no expectations that any messages sent or received on the systems will remain private at any time.

#### **CLARIFICATION:**

Any clarification on the above policy should be directed to the Board Director.

#### **EFFECTIVE DATE:**

July 1, 2016