

*St. Charles Parish*  
*Employee Use Of Computers/Internet/Email*  
*Acceptable Use Policy*

**SUMMARY**

This policy sets out guidelines for acceptable use of Computers/Internet/Email by employees of St. Charles Parish. The purpose for which St. Charles Parish provides access to the Internet/Email is to assist its employees in carrying out the duties of their employment. Employees may not use Internet/Email access provided by St. Charles Parish in such a way as to interfere with the duties of their employment or to expose St. Charles Parish to significant cost or risk of liability. St. Charles Parish reserves the right to restrict access to external internet sites that have no legitimate St. Charles Parish business purpose. St. Charles Parish may modify this policy at any time.

**WHAT IS ACCEPTABLE USE**

Employee access to the St. Charles Parish Internet/Email services is provided for administrative, educational, communication and research purposes. General rules and expectations for professional behavior and communication apply to use of Internet/Email services.

Employees are to utilize the computers, networks, Email and Internet services for work-related purposes and performance of job duties. Personal use of parish computers is prohibited.

**PROHIBITED USE**

The employee is responsible for his/her actions and activities involving St. Charles Parish computers, networks, Email and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited but are not limited to the following:

1. Any use that is illegal or in violation of other St. Charles Parish policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any use that would be considered offensive, particularly relative to race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or illegal content such as gambling;
4. Any use for private financial gain, commercial, advertising or solicitation purposes;
5. Any communication that could misrepresent personal views as those of St. Charles Parish or that could possibly be construed as such;
6. Soliciting for religious or political causes, outside organizations, and other business not related to work;
7. Downloading or loading software or applications without explicit authorization from the Information Technology Office;
8. Opening or forwarding any email attachments from unknown sources and/or that may contain viruses;
9. Sending mass Emails, unrelated to work, to anyone without explicit authorization of the Information Technology Office;

10. Any communications that are in violation of generally accepted rules or network etiquette and/or professional conduct;
11. Misuse of the computer passwords or accounts, and/or using another employee's account and/or password;
12. Any attempt to access unauthorized sites;
13. Employees shall not access any other person's computer contents or Email unless otherwise given permission by that specific employee or the Department Director/Office Head; except as otherwise authorized below.
14. Downloading or sharing of music/video files and games are strictly forbidden.
15. Instant Messaging Services are strictly forbidden; examples include but are not limited to AOL instant messaging, MSN messaging and Yahoo Messenger.

#### CONSEQUENCES OF UNACCEPTABLE USE

St. Charles Parish has the authority to monitor logs of Internet usage, which may reveal information such as which Internet sites have been accessed by employees, and the email addresses of those with whom they have communicated. Each Department Director/Office Head will monitor his/her office for any misuse of Internet/Email services on an individual basis, and disciplinary action may result, up to and including termination of employment.

#### NO EXPECTATION OF PRIVACY

St. Charles Parish retains control, custody and supervision of all computers, networks Email and Internet services owned or leased. St. Charles Parish reserves the right to monitor all computer and Internet/Email activity by employees and other system users. All supervisors have the authority to inspect any and all computer-drive contents. If at anytime authorized personnel ask to review any part of an employee's computer system, including software, hardware, permanent or temporary files, or any other items, the employee shall allow them to review it. Employees have no expectation of privacy in their use of parish computers, including email messages and stored files.

#### EMPLOYEE ACKNOWLEDGMENT REQUIRED

Each employee authorized to access St. Charles Parish computers, networks, Email and Internet services is required to sign an acknowledgment form stating that they have read the policy and that they understand it. The Personnel Office shall retain the original form and a copy will be retained by the Information Technology Office.

Approved: \_\_\_\_\_

Albert D. Laque  
Parish President

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

11/12/2004

Policy Effective Date: December 1, 2004

St. Charles Parish Employee Acceptable-Use Agreement for  
Computer/Internet/Email  
ACKNOWLEDGEMENT FORM

I have read the St. Charles Parish Employee Acceptable Use Policy for Computers/Internet/Email. I understand its terms and conditions and hereby agree to adhere to its provisions.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date