

Short Form E-mail and Computer Use Policy

To maximize the benefits of its computer resources and minimize potential liability, Eastern Iowa Community College District has created this policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.

You are given access to our computer network to assist you in performing your job. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The computer system belongs to the district and may only be used for business purposes. Without prior notice, the district may review any material created, stored, sent, or received on its network or through the Internet or any other computer network.

Use of computer resources for any of these activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information, or any other unauthorized material.
- Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.
- Using or copying software in violation of a license agreement or copyright.
- Violating any state, federal, or international law.

If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to your supervisor.

Violation of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

I have read and agree to comply with terms of this policy.

Date _____

Signature

Printed name