

SAMPLE TECHNOLOGY USE POLICIES

USE OF VOICE-MAIL, E-MAIL, INTERNET AND INTRANET SYSTEMS

ACCEPTABLE USE POLICY - GENERAL

Firm-Maintained Systems. Voice-mail, electronic mail (e-mail), and intranet systems are maintained by (Firm/Co. Name) in order to facilitate firm business. Therefore, all messages sent, received, composed, and/or stored on these systems are property of the firm and are subject to inspection and review at the firm's discretion.

Personal Use Extremely Limited. These systems are to be used by employees in conducting firm business and are not for employees' personal use. The firm understands that on occasion immediate family members may need to leave messages on the voice-mail system for an employee and is willing to accommodate such personal use of the system to a limited degree. However, personal use of the voice-mail (or e-mail and intranet) system which interferes with an employee's work performance will not be tolerated.

Privacy Not Guaranteed. (Firm/Co. Name) reserves the right to access an employee's voice-mail (outgoing and incoming), e-mail, and intranet messages at any time. Therefore, an employee's outgoing voice-mail message must not indicate to the caller that his/her incoming message will be confidential or private. The existence of a password on either system is not intended to indicate that messages will remain private, and passwords must be made known to the firm by all employees.

Erasure Not Reliable. Employees should be aware that even when a message has been erased, it still might be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has remained private.

Message Access. Messages on the voice-mail, e-mail, and intranet systems are to be accessed only by the intended recipient and by others at the direct request of the intended recipient. However, the firm reserves the right to access messages on each system at any time. Any attempt by persons other than the above to access messages on either system will constitute a serious violation of firm policy.

Harassment and Discrimination. Messages on the firm's voice-mail, e-mail, and intranet systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive language or harassment of discriminatory nature in such messages will not be tolerated. Report any offensive messages to *(Insert name of person responsible for this area)*.

ACCEPTABLE USE POLICY – INTERNAL AND INTERNET E-MAIL

As part of *(Insert Firm/Co. Name)* commitment to the utilization of technology, our employees have access to internal and Internet e-mail. In order to ensure compliance with copyright law, avoid various liability problems, and protect us from being victimized by the threat of viruses or other methods of damage to our computer systems, the following procedures must be followed by employees making use of e-mail:

1. E-mail is as permanent, binding, and admissible in courts as paper communications. External e-mail sent from *(Insert Firm/Co. Name)* travels on our electronic stationery and as such, is the same as if it were sent on company letterhead. Therefore, e-mail is subject to the same company rules as any other type of correspondence.
2. Financial and other confidential client information should not be sent using e-mail.
3. Sending harassing, obscene, and/or threatening e-mail is illegal and absolutely prohibited.
4. Employees shall not send junk mail, "for-profit" messages, or chain letters.
5. Employees shall not send or receive sexually oriented messages or images.
6. Employees shall not send confidential company information.
7. Employees shall not send e-mail under another person's name or address.
8. Other users' e-mail messages should not be read, forwarded, deleted, or modified without permission.
9. Employee medical, personal, or financial information must never be divulged.
10. Personal messages are allowed but should be limited in volume and must be in strict compliance with the other terms of this policy.
11. E-mail messages will be stored and periodically reviewed before being deleted.

Any violation of the above policies is strictly prohibited.

If you have any questions regarding the use of e-mail, contact the *(Insert name of the person responsible for this area)*.

ACCEPTABLE USE POLICY – INTERNET

As part of *(Insert Firm/Co. Name)* commitment to the utilization of technology, our employees have access to the Internet. In order to protect the firm and our employees, the following procedures must be followed by employees making use of the Internet:

1. It is *(Insert Firm/Co. Name)* policy to limit Internet access to official business. Employees are authorized to access the Internet for personal business after-hours in strict compliance with the other terms of this policy.
2. The introduction of viruses or malicious tampering with any computer system is expressly prohibited.
3. Employees using *(Insert Firm/Co. Name)* Internet access are acting as representatives of Matson and Isom. As such, employees should act accordingly so as not to damage the reputation of the firm.
4. Files that are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.
5. The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate (reliable) source.
6. Employees shall not place company material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission.
7. External connections to *(Insert Firm/Co. Name)* internal network are not permitted unless expressly authorized.
8. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.
9. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.
10. Any infringing activity by an employee may be the responsibility of the firm. Therefore, this firm may choose to hold the employee liable for their actions.
11. *(Insert Firm/Co. Name)* will conduct periodic inspections of computer systems owned by *(Insert Firm/Co. Name)* for violations of this policy.

Any violation of the above policies is strictly prohibited.

If you have any questions regarding the use of the Internet, contact the *(Insert name of the person responsible for this area)*.