



HUMAN RESOURCES POLICY MANUAL

Topic: ELECTRONIC MEDIA POLICY	Policy #: 115.00	
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PURPOSE:

All University employees should view electronic media systems as a set of communication tools designed to improve employee productivity. Employees are encouraged to use all electronic media available such as the Internet, e-mail, voice mail, and fax machines to their fullest potential to further the interests of the University. Guidelines and policies defining the use of the University's electronic media have been established below. In addition, employees should read and abide by the University's Guidelines for Computer and Network Use its Computer Resources Acceptable Use and Security Policy. Additional policies may apply to specific computers or computer systems or networks provided or operated by specific units of the university or to uses within specific units. (e.g., University Libraries' Acceptable Use Policy: Electronic Resources) Information about those policies should be obtained from the specific department or unit.

POLICY:

All electronic media systems including voice mail, e-mail, the Internet, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received or stored in these systems are the property of The University of Alabama. The systems are to be used for conducting University business only and the use of this equipment for personal commercial purposes or for personal financial or other gain is strictly prohibited. These systems are not to be used for soliciting outside business ventures or soliciting for non-University related purposes.

Consistent with the Solicitation and Telephone Use policies, however, employees may be permitted to use electronic media systems to participate in generally acceptable solicitations (i.e., United Way agencies) or for limited incidental personal use, provided such limited use does not consume a significant amount of computing resources, does not interfere with the performance of the user's job or other university responsibilities, does not interfere with other employee's work, does not interfere with the computing activity of other users, and does not violate applicable laws, rules, policies, contracts or licenses. Further limits (including an absolute prohibition of all personal uses of university-provided computing resources) may be imposed upon personal use in accordance with normal supervisory procedures.

The University may exercise its right to review, audit, intercept, access and disclose all matters on its systems at any time, with or without employee notice, during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems.

Employees should never use another employee's password to access a file or retrieve any stored communication unless authorized to do so.

E-MAIL AND INTERNET GUIDELINES:

- The e-mail system and Internet access on University-owned computers is the property of The University of Alabama and is provided to employees for University business only.*
- Use of the Internet and e-mail system by employees is a privilege, not a right. This privilege may be revoked and discipline, up to and including termination, may be*



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imposed at any time for illegal, unauthorized, or inappropriate conduct associated with use of e-mail or Internet access.

- *The University may monitor the e-mail system and Internet access in order to ensure that its property is being used within the acceptable guidelines.*
- *Employees should have no expectation of privacy regarding any matter created, received, accessed, or sent from the e-mail or Internet system. If employees use University equipment for incidental personal use or acceptable solicitations, they are consenting to have such use monitored by authorized personnel at the University's discretion.*
- *Employee passwords will be disclosed to appropriate personnel within the University when necessary.*
- *Employees may not attempt to use another employee's e-mail, use another employee's password, access other employee's files, or retrieve any stored communication unless appropriately authorized to do so.*
- *Employees have an obligation to use their Internet access and e-mail in a responsible and informed way. Employees should identify themselves properly when using any electronic media system or service. They should also be careful about how they represent themselves, given that what they say or do could be interpreted as University opinion or policy. Employees should be aware that their representations could expose both the employee and University to legal liability.*
- *Employees shall respect intellectual property rights at all times when obtaining information over the Internet or using e-mail. Illegal or unauthorized downloading, uploading, copying or distribution of copyrighted works as defined under the Digital Millennium Copyright Act is strictly prohibited. Employees should be aware that such infringement could result in legal liability for the employee and the University, and may result in disciplinary action to the employee.*
- *Employees may be disciplined for using the Internet or e-mail in an unlawful manner, or for unlawful, unauthorized, or inappropriate purposes or for using such systems in a manner that violates federal, state, or local law or any of the University's policies and procedures, contracts, or licenses.*
- *Examples of workplace activities using e-mail or the Internet that could subject an employee to discipline include, but are not limited to, use of electronic media*
 - *for unauthorized non-work related purposes, particularly if the employee has expended an excessive amount of work time on such non-work related use;*
 - *to attempt to create a sexually or racially hostile work or academic environment;*
 - *to send hate mail, harass, make discriminatory or libelous remarks or other malicious uses;*
 - *to send, view, download or forward abusive, threatening, obscene or harassing material;*
 - *to solicit outside business ventures, advertise for personal enterprises, promote political causes, or solicit for non-University related purposes that do not comply with the University's Solicitation policy;*
 - *in a way that misrepresents oneself or The University of Alabama; or to otherwise violate explicit workplace policies mandated within the University or within a particular department or division.*