

TECHNOLOGY USEAGE POLICY March 22, 2016

Internet Usage

Internet use, on the Tidewater Council time, is authorized to conduct council business. Employees are authorized to connect both wireless and Ethernet connections and may access the Internet to conduct personal items, as long as it does not interfere with the fulfillment of tasks and job assignments. Use of the Internet for personal use, should be limited to lunch and break times only. In times of family emergencies, permission will be granted to use the Internet.

Internet use brings the possibility of breaches to the security of confidential council information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the council, potential access to council passwords and other confidential information.

Removing such programs from the council computers requires staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately, for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may council computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or nonbusiness-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Council Email Usage

Email is to be used for council business only. Council confidential information must not be shared outside of the council, without authorization, at any time. You are also not to conduct personal business using the council assigned email addresses. Doing so can lead to disciplinary action up to and including termination of employment. You may access your personal email through web based applications if necessary.

Please keep this in mind, also, as you consider forwarding nonbusiness emails to associates, family or friends. Nonbusiness related emails waste council time and attention. Doing so can lead to disciplinary action up to and including termination of employment.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification, including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the council. Sending or forwarding nonbusiness emails of this nature will result in disciplinary action that may lead to employment termination.

Council Owns Employee Email

Keep in mind that the council owns any communication sent via email or that is stored on council equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work or council owned equipment that is given to you for business purposes.

All council business shall be conducted using the Boy Scouts of America email service which ends in either @bsamail.org or @Scouting.org. Employees shall not conduct any business with any volunteers that goes outside of these addresses as all email must be retained for a period of time on the national servers.

Council Computer Access and Authority for Council Control Internet

Employees shall not grant access to Scoutnet nor to any media such as the council website, Facebook, district websites, without the express written permission of the Scout executive. Employees shall not establish any social media without the permission of the Scout executive. Employees shall not load email addresses onto any third party software without permission of the Scout executive.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of the Tidewater Council, Boy Scouts of America's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

Signature

Date

Printed name