



## Internet Usage Policy

Ballston Area Recreation Commission aims to provide you with accessible, up-to-date and reliable information to support you in your work. This goal requires us to provide access to the vast information resources of the Internet to help you do your job and be well-informed. The Internet is a business tool for Ballston Area Recreation Commission, and is provided to you at a significant cost. Users must understand that this access is for the purpose of increasing productivity and not for non-business activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access corporate information. Therefore, it is important that all connections be secure, controlled, and monitored to provide you with accessible, up-to-date and reliable information and learning technology to support you in your work, research, and studies.

### Authorized use

Ballston Area Recreation Commission's Internet connection is intended primarily for business use. That means we expect you to use your Internet access primarily for business-related purposes, i.e., to communicate with customers and suppliers, to research relevant topics, and to obtain useful business information. The following are specific provisions regarding authorized use of Ballston Area Recreation Commission's internet connection:

- Internet use should be restricted to sites and materials such as news or information that might be considered reasonable if read as a text publication in an office environment.
- Occasional and reasonable personal use should not interfere with the performance of work duties and responsibilities.
- Children using the Internet must be directly supervised by staff.

### Unauthorized use

Users shall not use this company's Internet or e-mail services to view, download, save, receive, or send material related to the following list. The below list of prohibited actions is by way of an example only and is not intended to be exhaustive:

- Offensive content of any kind, including pornographic material.
- Disable or overload any computer system or network.
- Propagate a virus, worm, Trojan horse, or trap-door program code.
- Circumvent any system intended to protect the privacy or security of another user.
- Promoting discrimination on the basis of race, gender, national origin, age, marital Status, sexual orientation, religion, or disability.
- Visiting web sites that promote threatening or violent behavior.
- Using the Internet for illegal activities.

### User accountability

Users are responsible for their Internet use and are accountable for the following:

- Honoring acceptable use policies of networks accessed through the organization's Internet services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the organization's network resources.
- We insist you conduct yourself honestly and appropriately on the Internet, respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings.



## **Privacy and Monitoring**

Ballston Area Recreation Commission has software and systems in place to monitor and record all Internet usage. Our security systems are capable of recording each Web site and e-mail message into and out of our internal networks. We reserve the right to do so at anytime. No employee should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity and analyze usage patterns, and they may choose to publicize this data to assure that Ballston Area Recreation Commission Internet resources are devoted to maintaining the highest levels of productivity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

## **Accidental/Unintended Violations**

Ballston Area Recreation Commission uses independently-supplied software and data to identify inappropriate or sexually-explicit Internet sites. We may block access from within our networks to all such sites. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. A user who accidentally accesses a prohibited site is encouraged to report the incident to the company's IT Department without the threat of incurring a violation penalty.

## **Violation Penalties**

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more use regulations, that user will receive a reprimand from his or her supervisor and his or her future Internet use will be closely monitored. If a gross violation has occurred, management will take immediate action. Such action may result in losing Internet privileges, severe reprimand, or termination of employment.

## **Reporting**

When clear violations of this Internet Usage Policy occur, appropriate department staff, the offender's managing supervisor representative will be formally notified. First time offenders will be notified their Internet usage will be closely monitored and administrative staff may review the employee's communications for a period of **3** months. If the user's Internet usage is deemed appropriate during that time, then no further action will be taken. If other abuses of this Internet Usage Policy occur during this probationary period, the Executive Director will be notified to take appropriate action as indicated in the Violation Penalties section of this document.

Ballston Area Recreation Commission intends to enforce this policy, but reserves the right to change it at any time as circumstances may require. The Executive Director is responsible for administering this policy and should be contacted should you have any questions or comments concerning this policy.

\_\_\_\_\_ may not access the Internet via the Ballston Area Recreation Commission's network at any time, through any device, unless he/she has read this policy and confirmed in writing that he/she agrees to the terms and conditions contain therein.

By signing this form, I acknowledge that I have received copies of Ballston Area Recreation Commission's Internet Usage Policy and I agree to be bound by its terms and conditions.

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

\_\_\_\_\_  
Date