

Boys & Girls Clubs of the Pee Dee Area
Electronic Communications Policy
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As an employee of the Boys & Girls Clubs of the Pee Dee Area, I recognize and understand that the Club's Electronic Communication Systems, including e-mail and the Internet, are to be used for conducting the Club's business.

I acknowledge that I have received, read and will abide by the Boys & Girls Clubs of the Pee Dee Area's policy concerning Electronic Communication Systems.

In particular, I understand that:

The E-mail and Internet systems and all information transmitted by, received from, or stored in those systems are the property of the Boys & Girls Clubs of the Pee Dee Area.

I have no expectation of privacy in connection with the use of those systems or with the transmission, receipt, or storage of information in those systems.

I am aware that the Club reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Club's computer, E-mail and Internet systems at any time, with or without notice to me, and that such access may occur during, before or after working hours. I am aware that the Boys & Girls Clubs of the Pee Dee Area may purge files at any time, without notice.

I am not to use a password that has not been disclosed to the Club, and I am aware that use of a Club provided password or code does not restrict the Boys & Girls Clubs of the Pee Dee Area's right to access any of the Electronic Communication Systems.

I agree not to use a code, access a file, or retrieve stored communications unless authorized.

These systems are to be used for business purposes. While personal use is not prohibited, personal use is:

- limited to break times or non-working hours,
- it must not be excessive and must not distract from organizational objectives,
- employees are required to act responsibly, appropriately, and professionally whether during, before, or after normal business hours
- personal use is subject to the same review, audit, interception, access, disclosure provisions and guidelines for business use as described within.

I will only use my Club approved e-mail address for any business related work. I will not use any personal or non-Club issued e-mail address for conducting any Club business.

I will not disable the Club installed virus protector at any time. If necessary, I will contact the Club's Technology Director for approval. If I suspect, or know of, a security or virus problem I will immediately contact the Club's Technology Director or the organization's Administrative Assistant.

I will keep my personal files to a minimum on the hard drive. I will not download large files for personal use and will keep from downloading large files for business unless absolutely necessary.

I will subscribe only to discussion group mail-lists that are relevant to my Club professional or career development and will not post chain letters or engage in "spamming".

I will presume that when I am online that every statement I make and every website or Internet location I visit will be attributed to the Boys & Girls Clubs of the Pee Dee Area.

I am aware that there are potential copyright violations for downloading and printing from the Internet and that I will not violate the law by unauthorized use of such materials. I will not plagiarize works found on the Internet.

I am aware that the use of the Electronic Communications Systems for the procurement or distribution of materials and information that are, or possibly could be interpreted as, pornographic, threatening, harassing, obscene, defamatory, illegal, discriminatory or unethical will result in immediate termination.

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I acknowledge and consent to the Boys & Girls Clubs of the Pee Dee Area monitoring my use of these systems at any time at its discretion, including printing and reading all messages entering, leaving or stored in these systems.

I understand the reporting of any violations of this policy is required of all employees as mandated by the Club's Perceive Violations Policy.

I am aware that violations of this policy or the guidelines set forth, will subject me to corrective action, up to and including separation of my employment.

I understand that my use of the Boys & Girls Clubs of the Pee Dee Area's Electronic Communication Systems constitutes my consent to all the terms and conditions of the Electronic Communication System Policy.