

Boys & Girls Clubs of Southeast Georgia Technology Code of Conduct

Access to a cell phone and internet has been provided to staff and selected volunteers for the benefit of the Boys & Girls Clubs of Southeast Georgia. It allows employees and volunteers to connect to information resources around the world. Every employee and volunteer has a responsibility to maintain and enhance the organization's public image, and to use the Internet in a productive manner. To ensure that all employees and volunteers are responsible, productive technology users and are protecting the Boys & Girls Clubs' public image, the following guidelines have been established for using the Internet and telephone systems.

Acceptable Uses of the Internet

Access to the Internet is a privilege not a right, and must be pre-approved. Employees or volunteers accessing the Internet are representing the Boys & Girls Clubs. All communications should be for professional reasons. Employees and volunteers are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay chat channels may be used to conduct official business, or to gain technical or analytical advice. Databases may be accessed for business information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet and Telephone System

The Internet and telephone system (land and cell phones) should not be used for personal gain or pleasure or advancement of individual views. Product advertisement, commercial activities, or political lobbying is prohibited. Solicitation of non-Boys & Girls Club business, or any use of the Internet or telephone system for personal gain or for another organization, unless pre-approved in writing, is strictly prohibited. Use of the Internet must not disrupt the operation of the Boys & Girls Clubs' network or the networks of other users. It must not interfere with your productivity.

Communications/Etiquette

Each employee and volunteer is responsible for the content of all text, audio or images that they place or send over the Internet. Be polite. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system.

Please remember, electronic mail and voice mail is not guaranteed to be private. Use caution when revealing your address or phone number (or those of others).

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. Exercise extreme care when making all software downloads.

Additionally, no software of any kind is to be installed without the proper approval of the Chief Professional Officer, or the Technical Director in his absence.

Copyright Issues

Copyrighted materials belonging to entities other than the Boys & Girls Clubs may not be transmitted by staff members or volunteers on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.

Security

Do not reveal your password to others or allow others to use your account. Do not use another individual's account. Do not use your personal account at work unless permission is given by your Boys & Girls Club supervisor. You may be occasionally required to update your password and account information in order to continue your Internet access.

All messages created, sent, or retrieved over the Internet are the property of the Boys & Girls Clubs of Southeast Georgia and should be considered public information. The Boys & Girls Clubs reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Vandalism/Harassment

Harassment of any kind is prohibited, including persistent annoyance of another user, interference in another user's work, or sending unwanted mail. Vandalism is the malicious attempt to harm or destroy data of another user, the Internet or other networks (including viruses). No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Publishing, downloading, or transmitting threatening or obscene material is prohibited.

Voice Mail Policy

Any voice mail system is Boys & Girls Clubs' property and should be used for business purposes only. Employees and volunteers should disclose information or messages from such systems only to authorized employees.

The Boys & Girls Clubs of Southeast Georgia reserves the right to monitor its voice mail system in order to ensure that its property is being used for business purposes only. Employees and volunteers do not have a personal privacy right in any matter created, received or sent from our voice mail system.

Violations/Penalties

Violations of any guidelines listed above may result in cancellation of account and disciplinary action up to and including termination. If necessary, the Boys & Girls Clubs of Southeast Georgia will advise appropriate legal officials of any illegal violations.

**Boys & Girls Clubs of Southeast Georgia, Inc.
Employee Acknowledgement Statement
of the Technology Code of Conduct**

As an employee or volunteer of the Boys & Girls Clubs of Southeast Georgia, I recognize and understand that the organization's e-mail, voice mail, telephone system, software and internet systems are to be used for conducting Boys & Girls Club business only. I understand that the use of this equipment for private purposes is prohibited. I agree not to access a file or retrieve any stored communications other than where authorized unless there has been prior clearance by the Executive Director/CPO.

I am aware that the Boys & Girls Clubs of Southeast Georgia, Inc. reserves the right to review, audit, intercept, access and disclose all matters on the Boys & Girls Clubs e-mail systems at any time, with or without notice, whether the employee or volunteer is the sender or recipient, and that such access may occur during or after working hours. I am aware that use of a Boys & Girls Club provided password or code does not restrict the Boys & Girls Clubs right to access electronic communications. I am aware that, pursuant to US Code Section 1030 et. Seq., 2501 et. seq., 2701 et. seq. and the Electronic Communications Privacy Act of 1986, violations of this policy may subject me to disciplinary action, up to and including fines, termination of employment, imprisonment, and loss of access to company facilities and systems.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE BOYS & GIRLS CLUBS OF SOUTHEAST GEORGIA'S' POLICY Technology Code of Conduct Policy REGARDING E-MAIL, VOICE MAIL, SOFTWARE AND INTERNET USAGE.

(Employee or volunteer signature)

(Date signed)