

## Northwest Christian University Email and Internet Policy

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### Introduction

Northwest Christian University recognizes that use of the Internet has many benefits for its employees and students. The Internet and e-mail make communication more efficient and effective. Therefore, employees and students are encouraged to use the Internet and email appropriately. Unacceptable usage of the Internet can place Northwest Christian University and others at risk. This policy discusses acceptable usage of the Internet and email.

### Guidelines

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

1. Northwest Christian University Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon Northwest Christian University or be contrary to Northwest Christian University best interests; and any illegal activities -- including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail -- are forbidden.
3. Copyrighted materials belonging to entities other than Northwest Christian University may not be transmitted by employees on the company's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.
4. Do not use the system in a way that disrupts its use by others. This includes sending or receiving many large files and "spamming" (sending non-business related "global" e-mail messages to many users.)
5. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Department. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
6. Each employee or student is responsible for the content of all text, audio or images that he/she places or sends over the university's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Northwest Christian University's name is attached to all messages so use discretion in formulating messages.
7. E-mail is not guaranteed to be private or confidential. All electronic communications are Northwest Christian University property. Therefore, Northwest Christian University reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read -- or possibly alter -- your messages.

8. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the university.

### **Northwest Christian University Right to Monitor and Consequences**

All university-supplied technology, including computer systems and company-related work records, belong to Northwest Christian University and not the employee or student. Northwest Christian University routinely monitors usage patterns for its e-mail and Internet communications. Although paid employees may explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed. Paid individuals should not use company paid time to conduct personal business via email or the Internet. Prior supervisory approval should be obtained to use the Internet during breaks, lunches, or other non-work periods.

Since all the computer systems and software, as well as the e-mail and Internet connection, are Northwest Christian University-owned, all university policies are in effect at all times. Any employee or student who abuses the privilege of Northwest Christian University facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

### **Questions Regarding the Use of the Internet or E-mail**

If you have questions regarding the appropriate use of the Internet or E-mail, contact the Information Technology Department.

NOT FOR SUBMISSION