



ELECTRONIC MEDIA

POLICY

Sherman College uses electronic forms of communication and information exchange. Some employees have access to computers, e-mail, telephones, voice-mail, fax machines, bulletin boards, wire services, on-line services, Internet and the World Wide Web. The College encourages the use of these media, since they make communication more efficient and effective. However, the College emphasizes that these media, like all other forms of company property, are primarily for company business and not for personal use. While occasional use of electronic media for personal, non-business purposes is acceptable, employees may not abuse the privilege for any significant amount of personal business or pleasure.

Electronic media may not be used for communications of a discriminatory or harassing nature, for obscene communications, for "chain letters" or for any other purpose, which is illegal, or against the College's policies or interests.

Electronic information created and/or communicated by an employee, using e-mail, word processing, utility programs, spreadsheets, voice-mail, telephones, Internet/BBS access, etc., will generally be treated by the College as private and confidential. However, the College reserves the right to review electronic files and messages and to monitor usage, to the extent necessary to ensure that these media are being used in compliance with the law and with College policy. Such reviews shall be conducted only on the authority of the College President or his/her designated representative.

Employees must respect the confidentiality of other people's electronic communications and may not read, "hack" into or monitor electronic files or communications of other employees or third parties, except under proper authority.

Any messages or information sent by an employee to one or more individuals via an electronic network (e.g. bulletin board, on-line service, or Internet) can be viewed as a statement attributable to the College. All such communications must fall within the scope of the employee's work for the College and may not disclose any confidential College information.

Any employee abusing the privilege of company-facilitated access to electronic media may be subject to disciplinary action up to and including termination.