



ELECTRONIC MEDIA

POLICY

This policy sets the conditions for the official and personal use of the internet, e-mail, telephone, PCs and laptops and the need to protect security of equipment as well as the reputation of Sherman College. 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. The purpose of this policy is to safeguard the interests of the organization, its employees and its students as well as the integrity of the computer systems.

This policy establishes minimum standards for all Sherman College employees.

1. Electronic communication and media shall not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, in violation of college policy or that could damage the reputation of the college.
2. Employees shall not install personal software on a college computer system or device.
3. The college reserves the right to access and review electronic files, email messages, telephone messages, mail and digital archives. The college also reserves the right to monitor the use of electronic communications, as necessary, to ensure that no misuse or violation of agency policy or law occurs. Such reviews shall be conducted only on the authority of the college president or his/her designated representative.
4. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by management.
5. Personal use of college facsimile and copy machines should be minimal.
6. Any messages or information sent by an employee to one or more individuals via an electronic network can be viewed as a statement attributable to the college. All such communications must fall within the scope of the employees' work for the college and may not disclose any confidential college information.
7. Employees must respect the confidentiality of other people's electronic communications and may not access or monitor electronic files or communications of other employees or third parties, except under proper authority.

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