



Internet Use

Overview

The Company provides internet services, electronic e-mail, BlackBerry handhelds, and other electronic devices and services as important tools to support the Company's business and assist individuals in performing their job duties.

It is the responsibility of every individual to ensure the Company's communication systems are used for authorized purposes only in accordance with our policies.

The systems must be used in a fashion that does not improperly disclose confidential, sensitive, or proprietary information to unauthorized individuals or in violation of federal, provincial, or local law.

Further, the Company wishes to protect its computer systems from attack by worms and viruses exposed to its systems and unauthorized use of its computers through personal e-mails, instant messaging, blogs, and unauthorized websites.

Individuals must conduct themselves honestly and appropriately on the internet, and respect the copyrights, software licensing rules, property rights, privacy, and prerogatives of others, just as in any other business dealings.

Any communication in which the Company's communication systems are used, including correspondence such as e-mail, constitute Company property. Any unauthorized use of the Company's communication systems is strictly prohibited.

The Company has the right to view all files that have been downloaded and to monitor all electronic and internet and e-mail usage at any time.

Document Owner:	Corporate
Practice Applies to:	Everyone
Process Responsibility:	Individuals
Final Accountability:	Individuals

Guidelines

The following topics are covered in this section:

- [Authorized Use](#)
- [Unauthorized Use](#)
- [Downloading/Uploading Software Images](#)
- [Social Networking Websites and Applications](#)
- [Signed Statements](#)



Internet Use

Authorized Use

The following activities are considered appropriate use of Company-provided internet access:

- Appropriate communicating with colleagues, customers, prospects, and suppliers regarding business matters in a professional manner.
- Researching topics relevant to your specific job requirements.
- Conducting other business activities that are directly relevant to your specific job requirements or productivity.
- Using the internet for appropriate personal use in line with our Personal Activities during Working Hours Policy. This includes personal banking, personal use of instant messaging, personal use of personal e-mail accounts or web mail, planning a vacation.

When using the Company-provided internet regarding business matters, please remember:

- Special care is required when participating in chat room, newsgroup, blogs, instant messaging, and e-mail communications. Only those authorized to speak to the media, to analysts, or in public gatherings on behalf of the Company are allowed to speak officially in the name of the Company to newsgroups, chat rooms, blogs, or any other electronic medium.
- Nothing sent on the Internet should be considered private. Don't send information that is Company-confidential or proprietary regarding its products or markets.
- All existing Company policies apply to your conduct on the Internet, especially those that deal with property protection, privacy, misuse of resources, discrimination and harassment, and information and data security.
- Show consideration for other users by not monopolizing system resources and adhering to the security measures we've put in place to maintain system integrity.

Unauthorized Use

Although this list is not exhaustive, the following activities are considered prohibited:

- Transmitting chain or threatening letters.
- Using the Internet for illegal activities, or to transmit spam.
- Disabling or circumventing security measures put in place by the Company such as firewalls, authorization, virus protection, etc. and thereby putting Company computers and information at risk.
- Visiting sites that are considered inappropriate, pornographic or "obscene." If you connect unintentionally to a site that contains sexually explicit or offensive material, you must disconnect from the site immediately and advise your manager.
- Using the Internet **at any time** for sending jokes or obscenities, using fake search engines, downloading music or movies, chat sessions, job searches, accessing religious websites, and downloading any type of executable software.



Internet Use

Individuals should be aware that when transmission is accomplished using Internet addresses and domain names registered to the Company, the transmission may be perceived by others to represent the Company. **Users are advised not to use the Internet for any purpose that would reflect negatively on the Company.**

Downloading/Uploading Software and Images

- All software downloaded from the Internet becomes the property of the Company, but keep in mind that downloading or distributing pirated software or data is prohibited.
- Downloading entertainment software or games, or playing games against opponents over the Internet is not permitted.
- Downloading images or videos, unless there is an explicit business-related use for the material, is not permitted.
- You may not upload any software licensed to the Company or data owned or licensed by the Company without appropriate authorization.
- All downloaded files must first be scanned for possible virus infection, including viruses, worms, Trojan horses, or trapdoors.
- Uninstalling protective software, such as firewalls and security software put in place by the Company, is prohibited.
- Honestly disclose who you are when you send e-mail, register accounts, or conduct other Internet transactions.
- Displaying any kind of sexually explicit image or document on any Company system is a violation of our policy on sexual harassment. Sexually explicit material may not be archived, stored, distributed, edited, or recorded using the Company network or computing resources.
- You may not connect your own modem to the network without proper authorization from IT.

Social Networking Websites and Applications

The following are examples of social or professional networking websites or applications:

- Blogs
- Chat rooms
- Facebook
- MySpace
- YouTube
- LinkedIn
- Instant messaging

Access during Working Hours

You may access these websites and applications during working hours providing that:



Internet Use

- Your work deadlines are not affected.
- The guidelines provided in all sections of the Core Company Policies of this Handbook are adhered to, particularly our “Personal Activities during Working Hours” Policy.
- The Company and its customers, stakeholders, vendors, or employees’ reputation and goodwill are not damaged.
- Private information of the Company or any Company Individual is not divulged to any person or entity that is not authorized to receive that information.

Access during Off-duty Hours

If you access these websites or applications during off-duty hours, you must follow the Company guidelines outlined in the “Off-Duty Conduct” policy.

Signed Statements

Everyone with Company internet access is required to provide signed confirmation that they:

- Acknowledge they have received, read and understand the Internet Use policy;
- Will abide by the terms specified in the Internet Use policy;
- Recognize that Company security software may record their internet activity, including all transmissions, file transfers and internet locations accessed;
- Recognize that any message sent or received will be recorded and stored in an archive file for management use;
- Acknowledge they have no privacy expectations for any internet activity they may undertake, including both internal and external email communications; and
- Recognize that violation of the Internet Use policy may result in discipline, suspension, or termination. Additionally, if the violation resulted in criminal conduct, management will provide the records to the appropriate authorities for possible criminal prosecution.

Additional Information

Related Documents

- ADD: Related documents and hyperlink as applicable
- 4721 Personal Activities during Working Hours
- 4407 Logon ID and Passwords

External Resources

- ADD: Names, contact information or hyperlinks to external resources the reader may find useful in addition to this document.



Internet Use

- General Guidelines for E-mail and Internet in the Workplace: <http://www.info-law.com/guide.html>

If you have questions, comments or suggestions regarding this document, contact **ADD: Contact name and email address.**

Customization Recommendations and Tips:

- **BLOGGING:** Unfortunately, blogging is a new challenge and the laws and guidelines on this type of activity is undefined and unclear territory. Thus, if choose to include blogging guidelines, be aware that they may not entirely restrict you from liability. It is hard to know how blogging on Company time, or with Company tools and property, or blogging about the Company on personal time with personal equipment will be viewed by the Courts. This document provides a basic outline on how to address this issue. Understand that this topic's guidelines are not bullet proof and this is an ever-changing area of law--particularly jurisdiction by jurisdiction
- **BLOGGING:** Very different philosophies exist about blogging policy. Company consideration should be on a case-by-case basis. There may be some instances where companies do not need this policy, or where they would prefer to just prohibit blogging altogether. If a Company wants to restrict blogging all together, then they should just include it as a prohibited portion under their internet or email policy. Either way, it is important that references to blogging be linked to other important policies like Internet and Email policies, business sensitivity/confidentiality policies, etc.
- **INSTANT MESSAGING:** The Company must decide and communicate whether the use of Instant Messaging will be permitted.
- If you do not include "Core Company Policies" as a component in your Company Manual, make sure that individuals understand and have signed off on company policies that are related to guidelines about conduct.

Additional Resources:

These are provided for your reference and can be inserted in the External Resources section of your document at your discretion.

- General guidelines to e-mail and internet in the Workplace: <http://www.info-law.com/guide.html>
- ClearSite document number 21 "Core Company Policies"

Note: "[Back to Table of Contents](#)" shown on the 1st page of this document, should be hyperlinked to your Manual table of contents - or removed completely.

Note: The instructions and resources in this box are provided to help you customize this document and should be deleted before the document is released in your organization. Click on the border around this box to select it, then press "Delete".