

Computer/Internet Usage Agreement

Employee Name: _____

Employee ID: _____

All of Lee College's automated systems, including electronic mail, voice mail, internet access and electronic storage systems are College property and are not confidential. The College has the right to access, review, copy, modify and delete any information transmitted through or stored in the system, including e-mail messages. Files containing personal information or business of an employee are treated no differently than the College's files and the employee has no expectation of privacy in such materials.

COMPUTERS OWNED BY THE COLLEGE:

Whether being used in the College or in another location:

- Only authorized employees, authorized students or persons authorized by the administration may use the computer as use by others puts College assets and records in jeopardy. You are not to allow unauthorized persons access to College computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the College shall be loaded on the computer.
- Passwords need to be kept in a discreet location.

E-MAIL USAGE POLICY:

Use of email to engage in any communication in violation of College policies including transmission of defamatory, obscene, profane, offensive or harassing messages or messages that disclose personal information without authorization is strictly prohibited. Use of another user's name/account to access email or the Internet is strictly prohibited.

Personally Identifiable Information (PII) or sensitive data should **NEVER** be sent via email, either in the body of the email or in an attachment. Unencrypted email is not a secure method for transmitting confidential information or sensitive data over the Internet. If it is necessary to send such information, take steps to secure it by encrypting your message, taking into account the sensitivity of the data being transmitted and the level of security at the source and destination systems.

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that faculty and staff have a working knowledge of FERPA guidelines before releasing educational records. More information regarding FERPA can be found at: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

INTERNET USAGE:

Internet resources may be used only for purposes that effectively support the College's goals and objectives or for the non-business purposes that are approved by the administration. The College has the ability and reserves the right to review records of use of the World Wide Web.

The College will not be responsible for maintaining or payment of personal internet accounts.

You must respect all copyright and license agreements regarding software or publications they access from the internet. The College will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

I have read the above information and agree to abide by Lee College's policies and procedures.

Employee Signature: _____

Date: _____