

## SAMPLE

### Office Technology and Privacy Policy\*

ABC Nonprofit's information technology systems (networks, copiers, fax machines, software, desktop and laptop computers, PDAs, mobile phones, telephones and any other equipment) are tools that are provided to employees to enhance productivity and performance on the job. Although limited non-business use may be permitted when on personal time (e.g. during break time, lunch hour or after work), employees understand that such non-business use should create no expectation of privacy to any data, information, or files that are created or stored on ABC Nonprofit's information systems. The executive director or other employees may have a need from time to time to access an employee's computer or files.

In addition, employees are expected to exercise good judgment in their use of e-mail and the Internet and understand that access to these media is a privilege, not a right.

#### Examples of Inappropriate Uses of Technology

- Any use violating law or government regulation
- Any unauthorized access to computer systems or networks
- Any use promoting disrespect for an individual, discrimination, or constituting a personal attack, including ethnic jokes or slurs
- Viewing, copying, or transmitting material with sexual or profane content
- Posting or transmitting harassing or soliciting messages
- Transmitting unsolicited advertising
- Using copyrighted material without permission or legal right
- Any use for personal financial gain, or in a manner creating a potential conflict of interest for the employee or ABC Nonprofit
- Defamatory, inflammatory or derogatory statements about individuals, companies, or their product
- Any use that constitutes a waste of ABC Nonprofit's resources, including network resources
- Sending or forwarding chain letters
- Any use of network or systems for recreational games or other recreational purposes
- Any use that involves corruption or destruction of data, including knowingly launching a virus, worm, or other malicious software.

The failure to use good judgment or to abide by ABC Nonprofit's policies may result in suspension of privileges or other disciplinary action. If any employee discovers that he or she has unintentionally violated this policy, he or she should notify \_\_\_\_\_ immediately.

I have read and agree to abide by the Office Technology Policy described above.

Employee signature: \_\_\_\_\_ Date \_\_\_\_\_

*\*Feel free to use this sample in developing or adapting an office technology policy for your nonprofit. Remember that you should always discuss policy changes or new policies with an employment attorney before you implement such changes or policies.*