

Kankakee County Housing Authority

Voicemail/E-mail/Internet Policy

April 27, 2004

1.0 Purpose

The Kankakee County Housing Authority (KCHA) desires to strike the appropriate balance between technology, an employee's right to privacy, and KCHA's interests in protecting its confidential information and preventing abuse of its system. This Voicemail/E-mail/Internet policy is intended to provide each employee of KCHA with the guidelines associated with the use of the KCHA's Voicemail/E-mail/Internet system (the system).

2.0 Scope

This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the KCHA's system through on-site or remote terminals.

3.0 General Provisions

- 3.1 The Voicemail/E-mail/Internet system, and all data transmitted or received through the system, are the exclusive property of KCHA. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for KCHA related business, and is not to be used for personal business or pleasure.
- 3.2 Any individual permitted to have access to KCHA's system will be given a Voicemail, E-mail and/or Internet address and/or access code, and will have use of the system, consistent with this policy. Access to the Internet will be on an individual, case-by-case basis. Access must be approved by the employee's supervisor.
- 3.3 KCHA reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that KCHA will exercise this right periodically, without prior notice and without the prior consent of the employee. KCHA's interests in monitoring and intercepting data include, but are not limited to: protection of KCHA proprietary and classified data; managing the use of the KCHA's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. **In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on KCHA's Voicemail/E-mail/Internet system.**

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4.0 Professional Considerations

Although KCHA will periodically monitor system use, each individual is empowered and encouraged to monitor his or her own use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business related, professional, and representative of the high ethical standards. Every employee has the responsibility to maintain and enhance KCHA's public image and to use the communication tools in a responsible and productive manner that reflects well on KCHA.

Everyone should remember that the system is a public forum, and individuals should only access those web sites or communicate to third parties with whom they would be willing to leave a business card or other form of identification. Specifically, employees are not permitted to transmit or receive, download, forward or send communications that:

- a. Contain obscene, profane, abusive or threatening language or graphical representations.
- b. May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- c. Contain references to any sexual acts, sexual relationships, or personal relationships.
- d. Further any illegal activity.
- e. Contain KCHA proprietary or classified information, without prior approval of the KCHA management.
- f. Reveal sensitive information, without the prior consent of KCHA management.
- g. Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations, without permission from KCHA.
- h. Causes embarrassment or loss of reputation to KCHA.
- i. Causes disruption to the workplace environment.
- j. Is likely to corrupt, damage or destroy data, software or hardware of KCHA or others.

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5.0 Procedures

- 5.1 Procedures for accessing the Voicemail, E-mail and Internet system, as well as the guidelines for how to properly send and retain information, may be obtained by contacting the Executive Director.
- 5.2 Investigations - KCHA is committed to the protection of each individual employee's rights with regards to equal protection and a work environment free of sexual harassment or illegal conduct. To aid in ensuring the quality of the work environment, employees are required to report all suspected violations of this policy. All reports and investigations will remain confidential to the extent feasible.
- 5.3 Acknowledgment/Consent - Each employee should receive a copy of this policy on the first day of employment or upon its distribution. Employees will be required to read the policy at that time, then sign and date a form acknowledging they have done so. Their signature on the acknowledgement form indicates the employee has received the policy; read and understood it; and is voluntarily consenting to the monitoring and/or review of all electronic communications by KCHA.
- 5.4 Storage of E-mails containing information required to be kept should be printed and filed as necessary. E-mails should not be stored unless essential. Unnecessary messages should be deleted both for security reasons and to free-up space on the network.
- 5.5 Software of To prevent computer viruses from being transmitted through the KCHA's e-mail and internet system, there will be no unauthorized downloading of any unauthorized software, including screen savers. All software downloaded must be registered to KCHA. Employees should contact the Executive Director if they have any questions.
- 5.6 Copyright Issues of Employees on KCHA's e-mail and internet system may not transmit copyrighted materials belonging to entities other than KCHA. All employees obtaining access to other companies' or individuals' materials, must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission.

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6.0 Points of Contact

Questions concerning the use of the Voicemail/E-mail/Internet system should be directed to the Executive Director. Questions concerning the improper use of the system should be directed to the employee's immediate supervisor and/or the Executive Director.

7.0 Violations

Any employee who abuses the privilege of access to KCHA's Voicemail, E-mail or the Internet system will be subject to corrective action, up to and including termination. If necessary, KCHA will also advise law enforcement officials of any illegal conduct.

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