EmployIndy

GUIDING MARION COUNTY'S WORKFORCE

POLICY OF EMPLOYINDY

Policy Name	Computer & Equipment Usage
Policy Number	2016-001
Program Funding Stream	All
Executive Team Approval	(please date & initial below)
Finance	12/13/17
COO	12/15/17
President Approval	

REV	Description of Change	Author	Effective Date	Review Date
	Reissued and replaces policy #2010-OP-004, Computer & Equipment Usage	S. Phillips	Upon Approval	3/31/17
1	Extended Review Date	S. Johnson	Upon Approval	5/19/2017
2	Updated language in Policy Statement	O. Volokhova	Upon Approval	12/31/18

1. Purpose

To establish a policy for the use of EmployIndy technology within or being utilized by representatives of the EmployIndy System.

2. Scope

To establish guidelines for representatives of the EmployIndy system on the use of EmployIndy issued technology.

3. Summary of the Law

None.

4. Responsibilities

EmployIndy Executive Team and the Service Provider management team are responsible for the implementation of this policy.

EmployIndy Career Services and Youth Departments are responsible for the oversight of this policy.

5. Policy Statement

The use of EmployIndy technology, equipment, resources, and time is for authorized business purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to EmployIndy or its contracted service providers.

Use of EmployIndy technology is a privilege granted by management and may be revoked at any time for inappropriate conduct by anyone in the EmployIndy system including, but not limited to:

- Sending electronic communication to:
    - Solicit or sell products or services that are unrelated to EmployIndy's business;
    - Distract, intimidate, or harass coworkers or third parties; or
    - Disrupt the workplace;
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam");
- Engaging in private or personal business activities, including excessive use of instant messaging, chat rooms and social media;
- Misrepresenting oneself or anyone within the EmployIndy system in oral or written communication;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any malicious software designed to disrupt, disable, impair, or otherwise harm either EmployIndy's or their Service Provider's network or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Maintaining, organizing, or participating in non-work-related social media including blogs, Web journals, "chat rooms", video-sharing, or private/personal/instant messaging;
- Using any system or equipment for any political or religious causes or activities;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games;
- Defeating or attempting to defeat security restrictions on EmployIndy systems and applications; and/or
- Downloading unauthorized software.

Computer passwords are considered confidential and shall not be shared with, or used by, any other person.

Use of EmployIndy technology, equipment, and resources cannot be considered private and may be monitored without advance notice and on a random or selective basis.

Violators of this policy may be subject to disciplinary action, up to and including termination of employment.

6. Exceptions

There are no exceptions to this policy.

7. Definitions

Excessive use: Use that interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

Material: Visual, textual, or auditory entity.

EmployIndy technology: Computers, telephones, fax machines, copiers, internet/intranet access and any other electronic device used for communication

Social Media: Any website or medium (including video) that allows for open communication.

EmployIndy System: WorkOne service providers, individuals conducting business with a WorkOne location, EmployIndy staff and individuals working within any EmployIndy contracted service provider locations.

8. Related Policies and Documents

EmployIndy *Information Security* Policy
EmployIndy *Social Media Content* Policy