Model appropriate use provision

[The Company]’s Internet facilities, computing resources, email and voicemail must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any way. Use of any [the Company] resources for illegal activity is grounds for immediate discharge, and if required, [the Company] will cooperate with law enforcement officials.

To display or print sexually explicit images or documents on [the Company]’s systems is a direct violation of [the Company]’s Sexual Harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources. The exception to this would be documents/files that needed to be archived for legal reasons.

Each User is responsible for ensuring that their use of [the Company]’s email system, voicemail system and computers is consistent with this policy, any other applicable company policy, and appropriate business practices.

No employee may use [the Company]’s Internet or email facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

No employee may use [the Company]’s Internet or email facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another User.

All information created by, obtained by, or utilized by Users in the course of their employment is the exclusive property of [the Company]. **Even when physically able to, Users will not access any information other than that which they are specifically authorized to and which is necessary for the performance of their assigned duties.** [The Company]’s information may not be utilized for the benefit of any other person or organization.