

July 1998

All Foundation Staff and Student Employees

G. Paul Storey
Executive Director

**PROPERTY, SECURITY, PRIVACY AND SEARCHES POLICY &
VOICE-MAIL, E-MAIL AND COMPUTER DATA STORAGE SYSTEMS POLICY**

This memo will serve as official notification that unauthorized or inappropriate use of use e-mail and other electronic technical systems or any Foundation or University property is strictly prohibited. Disciplinary action, up to and including immediate termination, will be exercised for violation of this directive.

Please sign and date where indicated below as receipt of the following policies:

- Property, Security, Privacy And Searches Policy
- Voice-Mail, E-Mail And Computer Data Storage Systems Policy

Return this memo to the Human Resource Department.

Thank you for your cooperation. If you have any questions or concerns, please call a Human Resource representative at extensions 4378, 2953 or 2958.

| | |
|---|----------------------------------|
| <input type="checkbox"/> STAFF | <input type="checkbox"/> STUDENT |
| I, _____ have received, read and understand (Print Employee Name) | |
| the Property, Security, Privacy and Searches Policy and Voice-Mail, E-Mail and Computer Data Storage Systems Policy. | |
| _____ Employee Signature | _____ Date |

Policy Statement - Usage and Company Access to
Voice-Mail, E-Mail and Computer Data Storage Systems

This policy applies generally to all employees of the Foundation and employees of any grants/contracts and/or campus programs.

Purpose

This policy sets forth guidelines for all computer equipment including voice-mail, e-mail, cell phone, pager, transmission radio, computer systems usage and other electronic equipment, as well as an advisory concerning Cal Poly Pomona Foundation, Inc.'s access to and disclosure of messages and information stored on these systems.

All above listed equipment used by the Foundation are provided solely to further the Foundation's business operations in conjunction with California State Polytechnic University, Pomona. These systems and the information stored thereon are owned and belong to the Foundation. Although employee passwords may be used for company-oriented security reasons, the use of such passwords is not intended to assure employees that messages or other communications generated by or stored on these systems will be kept confidential. The Foundation maintains the right to access these systems and to retrieve information stored thereon at any time, and all employee passwords must be made known to the Foundation upon demand. Passwords/pass codes are the property of the Foundation and should be kept to appropriate language. Consequently, these systems should not be used for personal communications.

Once again, employees should keep in mind that messages and all other data stored on the Foundation's voice-mail, e-mail and computer systems is subject to access by the Foundation at any time, and is not to be considered confidential or private. We therefore ask you to exercise good judgment in using these systems.

Guidelines for Use

This section sets forth guidelines concerning the appropriate use of the Foundation's voice-mail, e-mail, computer systems and other electronic equipment.

- Since voice-mail, e-mail messages, as well as other computer-stored data, are considered business records and can be subpoenaed (and electronically retrieved, even after you "delete" them), nothing should be included in a voice-mail or e-mail message that you would not consider putting in a memo format.
- Employees should delete unwanted voice-mail and e-mail messages as soon as practical and should log off when not using the computer system.
- Employees should exercise good judgment in the use of e-mail distribution lists; these lists are developed for the convenience of the addresses and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.

Although it is not possible to provide an exhaustive list of all types of misuse of company property, the following are some examples in which company property **must not** be used:

- Any illegal, discriminatory, threatening, harassing, abusive or offensive comments.

- Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.) or any activity that is inconsistent with Foundation goals and mission statement.
- Anything in conjunction with commercial ventures, religious or personal causes or other similar non-job-related solicitations.
- Anything relating to such materials considered obscene, in poor taste, sexual, racial, pornographic, including downloading or forwarding of same.
- Messages relating to defamatory remarks.
- Messages related to political issues (i.e., encouraging or advocating a certain position, bill, etc.) unless there is a compelling business reason - prior approval for such messages (and their planned distribution list) must be obtained from the Executive Director of the Foundation.
- Messages or other communications violating a company policy or contrary to supervisory instructions.
- Gossip, including personal information about yourself or others, or forwarding messages under circumstances likely to embarrass the sender.
- Personal announcements (items for sale, requests for roommates, etc.), or other non-business related communications.

Any violations of these "Guidelines for Use" or other provisions of this policy may result in disciplinary actions, up to and including possible termination.

Privacy and Disclosure

As previously noted, the Foundation's voice-mail, e-mail, computer systems and other electronic equipment are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voice-mail, e-mail, cell phones, pagers and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. Indeed, the Foundation reserves the right to access any voice-mail, e-mail and other computer-stored information at any time in the service of its legitimate business interests.

Employees should understand that the "delete" function of the Foundation's voice-mail, e-mail and/or computer systems does not necessarily "make the message or other information disappear." While deletions may occur at the user level, copies may remain on one of the many system back-up files.

External Access

Under certain conditions, now and even more so in the future, employees will need to communicate with clients and other external users via voice-mail, e-mail and/or on the Internet. Employees are cautioned to exercise an additional level of discretion and sound judgment when communicating with third parties via these systems.