

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Internet, Electronic Mail, & Online Services Usage
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish the appropriate use of Agency computers.

**Procedure**

Prepare a written policy for the use of internet, electronic mail, and online services on Agency computers. The following rules shall apply when using an Agency computer.

- The internet, electronic mail, and online services are intended for business use only.
- Employees shall not use an Agency computer for personal gain.
- Employees shall not use the internet, electronic mail, or online services to send or receive material that is offensive.
- Large downloads of non-business files, such as music and graphics, is prohibited.
- Employee use of the internet, electronic mail, and online services shall abide by copyright laws.
- Employees shall not distribute confidential information using the internet, electronic mail, or online services.
- Internet use may be subject to other limitations implemented by supervisors to prevent inappropriate use.
- Employees shall take precautions to prevent infectious viruses, ad ware, Trojan horses, cookies, etc.

Inform employees that all work performed on Agency computers including internet use, electronic mail, and online services can be monitored at any time for inappropriate use. Violations of this policy can result in disciplinary actions including termination.

**Responsibilities**

The Transit Director and supervisors are responsible for ensuring compliance with this policy.