

## Policy 3.4

<b>POLICY TITLE:</b>	<b>INTERNET ACCEPTABLE USE</b>	<b>POLICY #3.4</b>	<b>REVIEW DATES</b>	
<b>Topic Area:</b>	<b>INFORMATION MANAGEMENT</b>	<b>ISSUED BY:</b> Chief Executive Officer	9/1/20	12/16/21
<b>Applies to:</b>	LRE Staff AND Operations		2/9/24	
<b>Developed and Maintained by:</b>	CEO and Designee			
<b>Supersedes:</b>	N/A	<b>Effective Date:</b> 10/30/17	<b>Revised Date:</b> 12/16/21	

### I. PURPOSE

To outline the acceptable use of LRE network resources and social networking sites. Additionally, this policy establishes guidelines and rules that specifically address individual roles, responsibilities and security for Internet and Extranet (SharePoint) use.

### II. POLICY

The primary purpose of Internet use shall be to advance the mission of Lakeshore Regional Entity (LRE). LRE employees must all use Internet privileges responsibly. Only authorized users shall access the Internet, and each employee has a responsibility to maintain and enhance LRE's public image and to use the Internet in a productive manner. Personal use of the Internet shall be conducted on the employee's personal time, and such use will not be conducted using LRE purchase equipment. All software used on LRE owned equipment shall be properly licensed to LRE. Employees violating this policy may be subject to discipline, up to and including termination.

#### A. Introduction

1. Guidelines and restrictions have been established for using the Internet, social networking sites, and SharePoint to ensure employees are responsible and productive Internet and social networking users.
2. Internet use is not considered private. Internet use will be logged and monitored. Log reports may be generated periodically to review usage and to enforce compliance.

#### B. Acceptable use of Internet resources includes:

1. Communicating with fellow employees, business partners of LRE and customers within the context of an individual's assigned responsibilities.
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
3. Participating in educational or professional development activities.
4. Purchasing/shopping and other activities as stated in the user's job

responsibilities.

C. Unacceptable Use of Internet

Individual Internet use must not interfere with others' legitimate use of the Internet. Users must not violate the network policies of any network accessed through their account. Internet use must comply with all Federal and State laws, all LRE policies and all other contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal, unlawful, or other improper purposes, including but not limited to, copyright infringement, political purposes, plagiarism, harassment, intimidation, forgery, impersonation, gambling, solicitation, obscenity, libel, slander, fraud, defamation, personal shopping, pornography, computer tampering (i.e., spreading computer viruses). For more information regarding proper workstation use see LRE policy 3.3 (Workstation Use).
2. The Internet may not be used in any way that violates LRE's policies, rules or administrative orders including but not limited to, any applicable code of conduct policies. Use of the Internet in a manner that is not consistent with the mission of LRE, misrepresents LRE or violates any LRE policy is prohibited.
3. Individuals may not view, copy, alter or destroy data, software, documentation, or data communications belonging to LRE or another individual without authorized permission.
4. Users will not load or install privately owned software on any LRE resource. Additionally, users are prohibited from downloading and installing software from the Internet without prior approval of the IT Department. Software is inclusive of screen savers, toolbars, and system tray icons. Many viruses are written to look like useful programs which, when running, can destroy anything you have access to. All files, programs, documents, and zip files must be passed through virus protection programs prior to use. Failure to detect viruses may result in corruption or damage to files and/or unauthorized entry into LRE's computer network. It is mandatory to comply with copyright and trademark laws when downloading material from the Internet.
5. If the user finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the IT Department via Helpdesk to prevent further damage to our systems.
6. The above items may not be inclusive of all unacceptable uses of the internet. If a situation is unclear, staff must seek clarification through a senior leader. Senior leaders are required to notify and/or inform IT of any of these clarifications.
7. Use of the internet for any purpose that is not work related.
8. Users will not connect to unsecured public (guest) wireless networks. These networks can pose a security risk to data that should remain confidential, as well as organization systems.

D. Social Networking

There are many social networking sites (i.e., Facebook, Twitter, Instagram, YouTube,

etc.) used by employees and even the LRE at times for marketing and recruiting purposes. Access to these sites shall be for conducting organizational business and not for personal use of social networking.

When using social media sites on behalf of LRE **do**:

1. Identify all copyrighted or borrowed material with citations and links and obtain permissions when necessary. This includes information and images from other Internet websites.
2. Ensure that your posting is accurate, truthful, and respectful, with correct spelling, grammar, language, and tone.
3. Use the same judgement in writing your postings that you would in writing any formal letter. Post only content that you would be comfortable having LRE, your colleagues, or the general public read, hear, or see.

When using social media sites for personal use or on behalf of LRE **do not**:

1. Put any customer or client related information on a social network without a signed statement of release.
2. Post any content that could be characterized as defamation, plagiarism, harassment, advertising, a copyright violation or claims of special expertise or experience.
3. Post anything that would potentially embarrass you, LRE, or call into question you or the LRE's reputation, including photographs or other images.
4. Discuss LRE business or clients receiving services, unless authorized by LRE to do so.
5. Use the LRE logo or suggest you are writing on behalf of LRE, unless authorized to do.
6. The above items may not be inclusive of situations that arise with all social networks. If a situation is unclear, staff are responsible for seeking clarification from their supervisor.

Be aware that LRE's other policies apply to the acceptable use of Internet and social media regarding:

- Privacy
- Confidentiality
- Monitoring
- Harassment
- Discrimination

#### E. SharePoint

1. The purpose of the SharePoint portal is to share data and information with trading partners, contractors, and LRE staff. The same safeguards and use guidelines apply to the extranet as for Internet and Social Networking.
2. Use of SharePoint shall be limited to work roles and responsibilities and maintained by the IT Department.

3. All security rules apply. Privileges will be granted based upon business need, authorized by the individuals' supervisor, and created by the LRE IT Department.

**III. APPLICABILITY AND RESPONSIBILITY**

This policy applies to LRE Operations and Staff.

**IV. MONITORING AND REVIEW**

This policy will be reviewed by the CEO and designee, on an annual basis.

**V. DEFINITIONS**

N/A

**VI. RELATED POLICIES AND PROCEDURES**

- A. LRE Information Management Policies and Procedures
- B. LRE Compliance Policies and Procedures
- C. LRE Compliance Plan
- D. LRE Human Resources Policies and Procedures

**VII. REFERENCES/LEGAL AUTHORITY**

N/A

**VIII. CHANGE LOG**

Date of Change	Description of Change	Responsible Party
12/16/21	Annual Review	CEO and Designee