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<b>Policy Section:</b>	<b>Human Resources</b>
<b>Policy Title:</b>	<b>Use of Computers, Email, and Internet</b>
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## **19. USE OF COMPUTERS, EMAIL, AND INTERNET**

- 19.1** The RCJTC shall provide employees with access to computers to facilitate the provision of services to our stakeholders.
- 19.2** RCJTC expects all employees to use its email system for official business and reserves the right to access, use, and disclose all messages sent for any purpose (business or personal). RCJTC may inspect the contents of messages disclosed by monitoring or any follow up investigation if it serves an organizational or legal purpose.
- 19.3** Violations of this policy shall be considered grounds for disciplinary action up to and including immediate dismissal. Examples include pry in other people's messages or files; send harassing, discriminatory, or pornographic messages; leak confidential information.
- 19.4** Data on the internet can present risks to RCJTC such as viruses, breaches of copyright, and reliance on outdated or inaccurate information.
- 19.5** All data stored on and all messages sent over RCJTC's internal networks and computers are RCJTC records. Management reserves the right to, at any time and without prior notice, examine and analyze email, personal file directories, internet access logs, and any other information stored on RCJTC computers or devices connected to them. Employees should have no expectation of privacy associated with the information they store on or send through these systems, whether encrypted or not. RCJTC maintains the authority to review internet usage logs, to act upon inappropriate usage of RCJTC computer and network assets and restrict access to resources at various times.