

**POLICY NAME** FACILITY INTERNET SERVICE

**POLICY NUMBER** 2.5.12

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

The Municipal Ice Complex (MIC) maintains password protected internet service for business purposes. These protected networks should not be utilized for personal reasons. Employees who are authorized to use one or more of the Facility's protected networks should not share passwords with other employees who may not be authorized or with the public.

Unauthorized use of MIC protected networks, including, but not limited to, personal use, non-employee use and visiting adult sites is prohibited and may result in disciplinary action up to, and including, termination of employment.

Use of any of the MIC's communication resources serves as consent to monitoring and such resources should be used with the understanding that such use in general is not secure, not anonymous, and should not indicate any expectation of privacy for the employee. The MIC cannot guarantee the privacy or confidentiality of any e-mail message, Internet usage, facsimile usage, or any telephone usage. No electronic communication should contain confidential information.

The MIC, however, seeks to protect any privacy rights a user may have and seeks to protect the confidentiality of MIC records stored on its computer systems from unauthorized access. It is a violation for any user (with no substantial business purpose for obtaining access to the files or communications of others), including the system administrator, security administrator, and supervisors, to access any e-mail system for purposes of satisfying idle curiosity about the affairs of others.

Anyone found to have engaged in illegal, unauthorized, or unethical practices or deliberate attempts to degrade or disrupt systems performance will be subject to disciplinary action which could result in termination of system access, termination of employment, or other disciplinary action, and/or criminal prosecution, as appropriate.

The MIC maintains public internet access for the use of our patrons in the lobby area. Employees who wish to conduct personal business while at the facility should use the public internet service. Employees may not use facility internet service for personal business during work hours except during a break or meal period.