

**SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD**

**INTERNET USAGE AND EQUIPMENT  
POLICY 18-11**

**DATE OF ISSUE**

January 10, 2019

**EFFECTIVE DATE**

February 1, 2019

**APPLICABILITY**

Users of computer equipment tagged as property of the Southwestern Area Workforce Development Board to include, but not limited to, the New Mexico Workforce Connection centers and offices.

**PURPOSE**

This policy outlines the requirements for those using computer equipment tagged as property of the Board. It addresses usage regarding electronic mail, monitoring of electronic mail, internet, acceptable use, professional development, rules of use of the internet, downloading files, prohibited use, PC policy, new applications, and software copyrights.

**BACKGROUND**

- A. The Southwestern Area Workforce Development provides for computer equipment at various locations throughout its service area for sub-recipients' and customers' use.
- B. This policy safeguards the proper use of the equipment for the purpose of delivering workforce services.

**ACTION REQUIRED**

A. Electronic Mail

- (1) Users provided with E-mail accounts shall regularly read and respond to e-mail in the same way they respond to telephone calls. In general, E-mail correspondence should be short, concise and withstand the scrutiny of public disclosure.
- (2) All E-mail made or received by any user in

pursuance of law or in connection with the transaction of public business is subject to the public records laws and will maintain all such emails.

- (i) E-mail generated by Outlook within this organization shall be for work-related activity only.
- (ii) All E-mail messages are the property of the Southwestern Area Workforce Development Board.
- (iii) Jokes sent and/or forwarded are not considered Southwestern Area Workforce Development Board business and are prohibited.
- (iv) Harassing or obscene messages are strictly prohibited.

B. Monitoring of Electronic Mail

- (1) As a matter of general policy, the Southwestern Area Workforce Development Board will not read electronic mail messages. However, the Southwestern Area Workforce Development Board reserves the right to access messages under the following circumstances or when determined by the One Stop Operator or Administrative Entity:
  - (i) When necessary to investigate a possible violation of Southwestern Area Workforce Development Board policy;
  - (ii) When reasonable suspicion exists that a user has committed or is committing a crime; or
  - (iii) When internal or external investigations are requested by the Executive Director; and
  - (iv) When necessary to support the

Southwestern Area Workforce Development Board need for supervision, control and efficiency in the workplace.

- (2) When a user ends employment with the Southwestern Area Workforce Development Board, the users' mail is accessed for the purpose of ensuring compliance with the public records law.

### C. Internet Policy

- (1) This policy is to ensure that privacy, security and legal issues concerning Internet access and use are addressed, and that guidelines are established to ensure proper use of this tool by Southwestern Area Workforce Development Board users.

#### (2) Acceptable Use

- (i) The use of any Southwestern Area Workforce Development Board provided, publicly accessible computer network such as the Internet is a privilege. Unauthorized use of the Internet will result in the loss of access for the user and may result in disciplinary action, up to and including termination.
- (ii) Southwestern Area Workforce Development Board users have an obligation to use their Internet access in a responsible and informed way, conforming to network etiquette, customs and courtesies, and representing the organization in a positive manner.
- (iii) Performance of job responsibilities
  - (a) During working hours, users shall use the Internet for business and work-related communication only. Users may use internet access during lunch periods and after

normal working hours for personal use providing such use does not violate the Prohibited Use portion of this policy.

- (b) Examples of job related responsibilities include: accessing external databases, searching online public access information, disseminating documents to individuals or groups, participating in electronic mail discussion groups on job related topics, and gaining access to software user support information.

#### (iv) Professional Development

- (a) The Internet may be used to maintain professional and career development activities.

#### (3) Rules for Use of the Internet

- (i) Messages transferred via the Internet are public information. If you desire to transmit confidential communications or sensitive information, do not use the Internet.
- (4) Users are responsible and accountable for communications on the Internet and shall treat the Internet as a formal communications tool similar to the telephone or any written communications.
- (5) Computer network facilities outside the Southwestern Area Workforce Development Board may have their own policies governing the use of those resources. When accessing remote computers through Southwestern Area Workforce Development Board facilities, users are responsible for obeying both the policies set forth in this document and the policies of other organizations.
- (6) Downloading of Files
  - (i) It is prohibited to download from the

- internet including, but not limited to such programs that install Spyware on the computer. Any form of music file is also prohibited, these files pose the risk of copyright infringements and use of resources.
- (ii) Acceptable downloads are work-related documents used in performance of work duties.
- (7) Prohibited Use
- (i) Prohibited use of the Internet and Intranet includes, but is not limited to, the following:
- (a) Use of the Internet for profit-making activities is strictly prohibited;
- (b) Users shall not use these services or resources to slander, defame, harass, discriminate or sexually offend others;
- (c) Users shall not use Internet nor e-mail services to conduct non-Southwestern Area Workforce Development Board commercial activity;
- (d) Users shall not use the Internet nor e-mail service to conduct other inappropriate activities, including but not limited to:
- i. Unlawful or malicious activities; or abusive or objectionable language;
  - ii. Misrepresentation of the Southwestern Area Workforce Development Board;
  - iii. Activities such as sending frivolous or non-Southwestern Area Workforce Development Board work related group messages, chain e-mails, jokes or participating in chat rooms;
- iv. Use of the Internet to access obscene, pornographic and X-rated materials, or using such computers for gambling, or entering contest;
  - v. Use of the Internet or e-mail for communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability or religious beliefs;
  - vi. Using systems to transmit or receive sexually explicit or otherwise offensive images, messages or cartoons; Threats; Political endorsements; Sending copies of documents in violation of copyright laws; Sending e-mail that appears to have come from someone else; Subscribing to automatic electronic mailings; that are not Southwestern Area Workforce Development Board business; Posting on electronic bulletin boards material that violates existing laws or Southwestern Area Workforce Development Board Rules and Regulations.
  - vii. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are

to be considered private property, whether or not they are accessible by other users;

viii. Activities will not be considered misuse when authorized in writing by the Executive Director for administrative purposes;

ix. Downloading of software products from Internet sites is not permitted without the prior approval of the Executive Director.

#### (8) PC Policy

- (i) During working hours, computer equipment is to be used only for the purpose for which it is assigned and is not to be used for non- Southwestern Area Workforce Development Board business unless approved by your supervisor.
- (ii) During non-working hours, users may use their Southwestern Area Workforce Development Board supplied computer equipment for personal, non-business, use as long as they comply with the other provisions of these policies.
- (iii) The following conditions apply to all computer users of the Southwestern Area Workforce Development Board. Violations of any of the conditions are considered unethical and may be unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies and the individual may be subject to discipline, up to and including termination. Suspected violations will be reported to the Executive Director or designee.

#### (9) New Applications

- (i) Users shall not install any applications onto a Southwestern Area Workforce Development Board PC without first requesting that special applications be installed. The software media, installation documentation and proof of license must accompany the request. The Southwestern Area Workforce Development Board adheres to all applicable software copyright policies and will not install software without a license. All outside diskettes received from third parties must be checked for viruses.

#### (10) Prohibited Use

- (i) Prohibited uses of the PC includes, but is not limited to, the following:
  - (a) Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms;
  - (b) Storing large files on the system which could compromise system integrity or preclude other users right of access to disk storage;
  - (c) Using your login for any activity that is commercial in nature i.e. paid for by non- Southwestern Area Workforce Development Board funds. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale;
  - (d) Attempts to use other user's ID's

without authorization for other than the intended purpose.

- (e) Game playing is not allowed on the system during normal working hours.

(11) Software Copyright Policies

- (i) It is unlawful to copy software from third parties or provide unlicensed copies of software packages to other individuals. Computer users agree to the proprietary rights of all software. Computer software protected by copyright is not to be copied from, into or by using Southwestern Area Workforce Development Board computers, excepting as permitted by

law or by contract with the owner of the copyright.

**INQUIRIES**

WIOA Administrative Entity; (575) 744-4857.

**ATTESTED**

This policy was approved through board resolution on January 10, 2019

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SAWDB Board Chair Signature

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Date