

# **HOUSING AUTHORITY OF THE CITY OF LUMBERTON**

## **COMPUTER, INTERNET AND EMAIL USAGE POLICY**

Most Housing Authority of the City of Lumberton (HACL) employees will require access to computers, email addresses, and/or the Internet to perform their Housing Authority job duties. The security, integrity, and proper usage of Housing Authority computers, email addresses, and internet access are necessities for the effective conduct of Housing Authority business. The intent of this policy is to safeguard the security and integrity of the Housing Authority's information system, assure reasonable access to computer based information, and prevent inappropriate use of Housing Authority computers, email addresses, or internet access.

### **A. Applicability**

This Policy covers all Housing Authority owned or issued Computers, email addresses, and Housing Authority provided Internet access, regardless of the time or location of use. This includes, but is not limited to email or internet access obtained through Housing Authority issued electronic communications devices such as cellular phones, smart phones, and PDAs.

This policy applies to all employees of the Housing Authority. Additionally, this policy applies to all outside contractors and consultants who have been given authorized access to any of the Housing Authority's computer based information systems.

### **B. Prohibited Uses**

Housing Authority employees may not engage in misuse of Housing Authority computers, Housing Authority email addresses, or Housing Authority provided internet access. Examples of such misuse include, but are not limited to:

- (1) Downloading software without approval from a supervisor; software that is approved for downloading must be registered to the Housing Authority.
- (2) Copying software, unless such copying is for legitimate, back-up purposes and has been approved by a supervisor or the Information Technology Department ("IT Department").
- (3) Knowingly introducing a computer virus, worm, "Trojan horse," or any other contaminating or destructive features into the Housing Authority's computers;
- (4) Transmitting copyrighted materials without permission;
- (5) Downloading files from the Internet except for an express business purpose;
- (6) Transmitting, forwarding, or downloading material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, fraudulent, or otherwise prohibited by federal, state, or local law;

- (7) Using e-mail or the Internet for any purpose that is illegal, against company policy, or contrary to the Housing Authority's best interest;
- (8) Transmitting or disseminating confidential Housing Authority or resident information or other proprietary materials without an express business purpose or authorization;
- (9) Sending or forwarding any chain e-mail, broadcast e-mail, or spam;
- (10) Gambling;
- (11) Use a Housing Authority e-mail address or Internet access for personal gain including outside employment, self-employment, and family-owned businesses;
- (12) Use social media, visit chat rooms, use listservs, or use instant messaging, or news groups when not business-related;
- (13) Post their Housing Authority e-mail addresses on the Internet when not business-related;
- (14) Receive or forward unsolicited e-mails that violate company policy;
- (15) Download radio, video, or music transmissions from Internet sites without Housing Authority approval;
- (16) Attempt to defeat any security mechanisms to gain unauthorized access to computer files or other information on the Housing Authority's telephone systems, electronic communication systems, or information systems;
- (17) Attempting to read, intercept, copy, or delete e-mails sent or received by other users;
- (18) Posting or transmitting any message anonymously or under a false name or permitting any other individual to do so;
- (19) Impersonating another person;
- (20) Collecting information about others, including e-mail addresses, without their consent; and
- (21) Browsing through information or files on Housing Authority computers or networks not directly related to the employee's job.

### **C. Ensuring Compliance**

The Housing Authority has the right, but not the duty, to monitor any and all aspects of its computer system, including employee e-mail, and internet usage to ensure compliance with this policy. Therefore, employees should be aware of the following:

- (1) Employees should not have an expectation of privacy in anything they create, send, or receive using a Housing Authority computer, email address, or any other form of electronic communication.
- (2) All information generated on the computer is the property of the Housing Authority and is subject to subpoena for legal purposes.

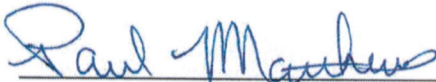
(3) Unless otherwise provided by law, any document, file, or other record a Housing Authority employee creates, sends, or receives using a Housing Authority computer, email address, or other electronic communications device will be subject to disclosure under the North Carolina Public Records Law.

(4) Department Heads have the responsibility to assure that vigilant computer security procedures are followed for their area. Records should be kept regarding employee authorization to use computers. These records should be kept up to date, with changes to the records made promptly as employees are hired or leave the Housing Authority.

#### **D. Compliance Agreement**

Without exception, all employees will be given a copy of this policy and will be asked to sign a Receipt for Computer, Internet and Email Usage Policy ("Receipt") prior to gaining access or authorization to use Housing Authority computers, email addresses, Internet access or electronic devices. Employees already having access at the time of the establishment of this policy will also be asked to sign the Receipt in order to retain access.

Adopted this the 22<sup>nd</sup> day of September, 2014

A handwritten signature in blue ink, appearing to read "Paul Matthews", is written over a horizontal line.

Mr. Paul Matthews, Chairman  
HACL Board of Commissioners