

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-9

Effective Date: 06-17-98

SUBJECT: Computer, Email and Internet Usage

Revision Date: 07-09-09

LOYOLA recognizes that use of the internet has many benefits for LOYOLA and its employees. The internet and email make communication more efficient and effective. Employees are encouraged to use the internet appropriately. Unacceptable usage of the internet can place LOYOLA and others at risk.

Since all the computer systems and software, as well as the email and internet connection, are LOYOLA owned, all Company policies are in effect at all times. Any employee who abuses the privilege of LOYOLA facilitated access to email or the internet may be denied access to the internet and, if appropriate, is subject to disciplinary action up to and including termination.

Limited personal use of the internet is allowed and encouraged by LOYOLA; however, the employee-user is reminded that use of any and all of LOYOLA'S property is primarily for the purpose of LOYOLA'S business. Any personal use of the internet is expected to be on the user's own time and is not to interfere with the employee's job responsibilities.

Authentication Process

The employee-user must first be authenticated through a Company assigned network username and password. The username and password is the responsibility of the individual to whom it is assigned. Any unauthorized use of the username and password by other individuals (i.e., family members) to gain access to the Company network and internet makes the employee-user responsible for any and all actions of those individuals.

Ethical Use of the Internet

LOYOLA encourages their employees to explore the vast resources available on the internet; however, employees must use discretion in the sites that are accessed.

At any time and without prior notice, LOYOLA management reserves the right to examine email, personal file directories, and other information stored on the Company's computers. This examination helps to ensure compliance with internal policies and supports the performance of internal investigations.

The IT Department may monitor access to the internet. Use of the internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Company policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity to include piracy, cracking, and copyright infringement. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail via the internet or posting to public forums. Any electronic mail sent or postings made to public newsgroups must fall within these ethical standards.

The employee-user must abide by all federal and state laws with regard to information sent through the internet. The employee-user may not send protected health information (PHI) via the internet in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

LOYOLA prohibits Company proprietary and/or confidential information and trade secrets from being transmitted over the internet.

Each employee-user is responsible for the content of all text, audio or images that he/she places or sends over the Company's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. LOYOLA'S name is attached to all messages; therefore discretion must be used in formulating messages. Email is not guaranteed to be private or confidential.

Employee-users are prohibited from using internet access through LOYOLA systems for any other business or profit making activities.

Downloading Software

LOYOLA employees are only entitled to use licensed software (sourced from LOYOLA or the client) for business purposes, on either LOYOLA provided or client provided computer equipment. If employees are in any doubt as to the software they are licensed to use, they should contact the IT Department. LOYOLA accepts no responsibility for software licensing violations that an employee may incur relative to using software that has not been authorized by LOYOLA or the client.

Employee-users are prohibited from downloading software from the internet without prior approval from the IT Department. Downloading of games from the internet is prohibited. Downloading of any executable files or programs which change the configuration of the computer system by anyone other than the IT Department is prohibited. The employee-user should take extreme caution when downloading software or files from the internet. All files or software must be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into LOYOLA'S network. It is mandatory that the employee-user comply with copyright and trademark laws when downloading material from the internet.

If the employee-user finds that any damage occurred as a result of downloading software or files, the incident must be reported immediately to the IT Department.

Right to Monitor

All Company supplied technology, including computer systems, electronic communications, and Company related work records belong to LOYOLA and not the employee; therefore, LOYOLA reserves the right to examine, monitor, and regulate email messages, directories, files, and internet usage.

Monitoring includes active attacks by authorized LOYOLA personnel to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of the Company system constitutes consent to monitoring for these purposes.