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Objective

Kaw Nation recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Unacceptable use of the Internet and e-mail can place Kaw Nation at risk. This policy outlines the guidelines for acceptable use of the Internet and e-mail.

Use Guidelines

Kaw Nation has established the following guidelines for employee use of the nation's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

All technology provided by Kaw Nation, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the employee. *In general, use of the nation's technology systems and electronic communications must be job-related and not for personal use. Kaw Nation's various records and data are prohibited from being copied/forwarded to any outside entity or email address.*

1. Employees may not use Kaw Nation's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
2. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Kaw Nation or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
3. Copyrighted materials belonging to entities other than Kaw Nation may not be transmitted by employees on the nation's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.

4. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and “spamming.”
5. To prevent contamination of Kaw Nation technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT department. Also, given that many browser add-on packages (called “plug-ins”) may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
6. Every employee of Kaw Nation is responsible for the content of all text, audio or image files that he or she places or sends over the nation’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Kaw Nation’s identity is attached to all outgoing e-mail communications, which should reflect the nation’s values and appropriate workplace language and conduct.
7. E-mail and other electronic communications transmitted by Kaw Nation equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, Kaw Nation reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
8. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.
9. In many cases, public cloud storage (third party online storage services such as Google Drive, Dropbox and OneDrive) requires that files be associated with an individual’s personal account. Should that individual suddenly become ill, be absent for other reasons or leave, Kaw Nation would lose access to the data. Therefore, employee users are prohibited from using public cloud storage.
10. Passwords are one of the primary mechanisms that protect Kaw Nation’s information systems and other resources from unauthorized use. Constructing secure passwords and ensuring proper password management are essential. Passwords are to be kept secret.
11. All communications thru official channels (www.kawnation.com, official social media pages, etc.) must be approved in advance by the Chair, this applies to each posting. Social Media accounts for the Kaw Nation or departments, (Twitter accounts, Facebook pages and groups, etc.) must be approved by the Chair before creation and setup must go thru the IT Director.

12. Employees and Staff are not permitted to attached any personal electronic device including but not limited to flash drives, monitors, scanners, computers, cellphones. to Kaw Nation network, computers or equipment. This includes charging cellphones from computer USB ports. Flash Drives for job function may be requisitioned thru Procurement but are not to be attached to personal devices unless approved by the IT Director in case of job function only

Social Media Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Kaw Nation, as well as any other form of electronic communication. The same principles and guidelines found in Kaw Nation's Standards of Ethical Conduct (B6) policy apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Kaw Nation or Kaw Nation's legitimate business interests may result in disciplinary action up to and including termination.

Kaw Nation's Right to Monitor and Consequences for Misuse

All company-supplied technology, including computer systems, equipment and company-related work records, belongs to Kaw Nation and not to the employee user. Employees understand the company routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections are the property of Kaw Nation, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Administration

All IT requests are to be submitted via email to the Chief of Staff. The subject line should have a clear brief description of the IT issue needing to be addressed.