The following Computer Use Policy outlines acceptable standards for the use of the Nest Child Care and Parent Institute (Nest) computing systems, facilities and related stored information.

**Policy:**

The Nest recognizes that the Internet is a useful tool to aid employees in discharging their duties. As such, its primary use is for education, research, communication and administration as applicable to Nest business. Understanding that all activities on the Internet may be traced back to the Nest, work on the Internet shall be conducted in such manner that public confidence and trust in the integrity, objectivity and professionalism of the Nest are conserved and enhanced.

**Guidelines:**

* E-mail correspondence, at all times, will be professional in tone. Abusive, fraudulent, harassing or obscene messages and/or materials shall not be sent from, to, or stored on Nest systems. At all times, generally accepted standards of e-mail etiquette are expected.
* Making copies of confidential files for personal use or to provide to a user external to the Nest is forbidden, as is downloading or installing security programs that reveal weaknesses in systems security. For example, Nest users shall not run password-cracking programs.
* Individuals are not to share accounts, passwords or dial-up modem telephone numbers, except when specifically delegated (e.g. an absence).
* Individuals shall not purposely engage in activity with the intent to circumvent Nest security measures or gain access to Nest systems for which proper authorization has not been given.
* All e-mail correspondence should treated with the same care and diligence applied to hard- copy memoranda.
* It is the policy of The Nest to respect the proprietary rights of all computer software developers. As a user, you are required to comply with the license agreements associated with the computer software products used at the Nest.
* Non work-related activity on the Internet, including e-mail, shall be conducted on an individual’s own time, outside of regular hours of work. During this time, these guidelines remain in force.
* Under no circumstances is it appropriate, at any time, to peruse inappropriate web sites, post inappropriate messages, or send inappropriate e-mail correspondence. The term “inappropriate” includes, but is not limited to, sites/subjects that advocate principles or beliefs not in keeping with the Nest’s Principles, sites/subjects that advocate illegal activities and sites/subjects that are sexual/pornographic in nature.
* No Nest information shall be made available for public access without approval of management.
* At any time, the Society reserves the right to monitor computer activities, including Internet usage among its users.

Failure to comply with the above-mentioned directives may result in disciplinary up to and including termination of employment. Illegal activity may be prosecuted.

I have read and agree to abide by the guidelines as stated above.

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Employee Printed Name Date

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Employee Signature