



INTERNET AND EMAIL POLICY

It is the policy of the Institute to encourage effective and efficient use of all Institute equipment for the completion of Institute business. This includes the use of the Internet for Institute employees; to provide information to Institute clients, suppliers, other nonprofit agencies, and government agencies; to search for information and for information exchange.

“Internet” is an expanding array of electronic networks frequently called the World Wide Web, the information superhighway, and the net or other similar names. With widespread use of the Internet as an information exchange medium, Institute employees are able to access data that exists on the World Wide Web. Along with this access to the web comes the potential for abuse. The intention of this policy is to outline issues regarding access, and to set out the rules to be followed for Internet access.

Internet access is limited to business purposes only. Internet use may be monitored. Files are not to be downloaded if of a personal nature and files are not to be uploaded without the express consent by the employee’s supervisor/manager. The possibility of downloading a file with a computer virus is great and care must be taken not to contaminate Institute computers and computer records. Files uploaded to the Internet have the possibility of being intercepted by others and used against the Institute’s interest. Most of the information available on the Internet is copyrighted. It is illegal to reproduce or distribute copyrighted information regardless of the source. In addition, sending harassing messages, derogatory comments, or other forms of discrimination based on race, ethnicity, gender, sexual orientation, religion, disability, or creed is against the law. There is no right to individual privacy when accessing the Internet when using Institute property.

The Institute’s ongoing commitment to information and records management also includes the use of electronic mail (email). The Institute’s email policy includes email sent, email received, internal email and external email. Email is to be used for professional business communications. Use of language(s) and subject matter should reflect Institute business purposes.

Similar to Internet use policies, email should not be used for illegal actions. It is important to remember that email is public and any confidential material should not be sent via email. Confidential material includes, but is not limited to, performance reviews, disciplinary and/or corrective actions, personnel or client information, health and medical information. Employees are accountable for their use of electronic communications just as they are for other conduct and communications in the workplace. Similar to the Internet, the Institute reserves the right to monitor email messages.

**Institute for the Puerto Rican/Hispanic Elderly, Inc./
Instituto Puertorriqueño/Hispano Para Personas Mayores, Inc.
Personnel Policies and Procedures**