

Computer Network and Use Policy

Boys and Girls Clubs of Southern Nevada (“BGCSNV”) relies on its computer network to conduct its business. To ensure that its computer resources are used properly by its employees, Club members, independent contractors, agents, and other computer users, BGCSNV has created this computer use policy (the “policy”). The rules and obligations described in this policy apply to all users (the “users”) of the BGCSNV computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, including possible termination, and civil and criminal liability. It is every employee’s duty to use the BGCSNV computer resources responsibly, professionally, ethically, and lawfully.

Definitions

This policy will refer to terms from time to time that require definitions. These definitions are given below: The term “computer resources” refers to BGCSNV entire computer network. Specifically, these computer resources include, but are not limited to, host computers, file servers, application servers, communications servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all external and internal computer and communications networks (for example, Internet, commercial on-line services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network. The term “users” refers to all employees, Club members, independent contractors, consultants, temporary workers, and other persons or entities that use our computer resources.

Policy

The computer resources are the property of BGCSNV and may be used only for legitimate business and training purposes. Users are permitted access to the computer resources to assist them in the performance of their jobs and assist in training Club members. Use of the computer system is a privilege that may be revoked at any time. In using or accessing our computer resources, users must comply with the following provisions:

Users Duty of Care: Users should endeavor to make each of their electronic communications truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. The quality of your writing will reflect on our organization as a whole. Always strive to use good grammar and correct punctuation. Be sure to always proofread your communication before sending. Microsoft Outlook/Word has spelling and grammar checking tools built in to help facilitate this. If you have questions on how to utilize these tools, please contact the IT Department. In addition, please keep in mind that anything created or stored on the computer system may, and likely will, be reviewed by others.

Allowed Use of Computer System: The computer system is the property of BGCSNV and may be used for approved purposes. Users are permitted access to the computer system to assist them in the performance of their jobs. Occasional, limited, appropriate personal use of the computer system is permitted when the use does not:

- Interfere with the user’s work performance;
- Involve accessing and/or interacting on social networking websites for personal purposes;
- Interfere with any other user’s work performance;

- Unduly impact the operation of the computer system; or
- Violate any other provision of this policy or any other policy, guideline, or standard of BGCSNV.

At all times, users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Personal use of the computer system is a privilege that may be revoked at any time.

Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, potentially harmful, or otherwise unlawful or inappropriate must not be accessed via the Internet or sent by e-mail or other form of electronic communication (e.g., bulletin board systems, newsgroups, chat rooms) or displayed on or stored in BGCSNV computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisor.

Waiver of Privacy Rights

Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users acknowledge that authorized personnel of the organization may be accessing and reviewing all materials that users create, store, send, or receive on the computer or through the Internet or any other computer network.

Duty Not to Waste Computer Resources

Users may not deliberately perform acts that waste computer resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, on-line gaming, subscribing to non-business-related list servers and mailing lists, spending excessive amounts of time on the Internet, engaging in on-line chat sessions, or otherwise creating unnecessary network traffic.