Policy Statement - The purpose of the Association’s communications systems and equipment is to promote efficient Association operations. For the purpose of this manual, the Association’s communications systems and equipment include, but are not limited to, telephones, voice mail system, pagers, cellular telephones, fax machines, incoming/outgoing mail. (See Code 1304—for additional and specific policies regarding use of the Association computer system.)

Association Property - All Association communications systems and equipment are the sole property of The Association. This includes the messages created, transmitted, and stored on such systems and equipment.

Personal Use of Communications Systems - The Association's communications systems and equipment are for business use only unless otherwise indicated in this manual.

Prohibited Uses - The following uses of the Association’s communications systems and equipment are prohibited. This list is meant to be illustrative, and not exhaustive.

- Any illegal activity or violation of copyright laws, including the copying or distribution of copyrighted materials without the permission of the author;
- Slander or defamation;
- Threats or harassment;
- Verbal or written remarks that are discriminatory, offensive, demeaning, intimidating, or insulting;
- Obscenities or vulgarities;
- Distributing chain letters;
- Writing, transferring, or storing obscene or sexually suggestive messages or graphical images;
- Accessing, or attempting to access, the electronic communications of a coworker without appropriate authorization from the coworker or the employee's supervisor;
- Using or aiding in the unauthorized use of another person’s password;
• Harming or destroying software, data, files, or messages (other than editing or deleting information in the normal course of one’s job duties);

• Use of entertainment software, such as games and puzzles, unless authorized by the supervisor;

• Installation or use of Association-owned hardware or software for any use that is not Association-related business;

• Installation or use of any unauthorized, unlicensed, or non-business hardware or software on a Association computer;

• Reproducing any software for use on more than one of the Association's computers unless authorized by the software developer;

• Reproducing, transferring, downloading, modifying, deleting, or sharing licensed or non-licensed software with any business or for the employee's personal use; and

• Installation of any software containing viruses.

**Association’s Right to Monitor Communications Systems and Equipment** - Although, as a matter of practice Cornell Cooperative Extension does not routinely monitor systems and information, it does reserve the right to monitor, track or access the contents of all files stored on its systems, all installed software, and assigned hardware. Cornell Cooperative Extension staffs should not assume that information stored on assigned systems or servers is private and confidential.

**Disciplinary Action** - Violations of this policy may result in disciplinary action, up to and including termination. Any employee who is aware of a violation of this policy must notify the employee's supervisor.