

## **Computer usage policy**

Employees should not have the expectation of privacy in anything they create, store, send or receive on the computer system. The computer system belongs to [Practice Name] and may only be used for business purposes.

Employees are not to use the Internet for personal use. Internet access is provided at each terminal to enable employees to gather knowledge relevant to veterinary medicine. In our technological age, Internet access keeps us up-to-date and it is to be used properly by employees or access will be denied. Accessing pornographic or hate sites will be grounds for immediate dismissal. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristics protected by law) or violate [Practice Name]'s equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in [Practice Name]'s computers.

Employees encountering or receiving this kind of material should immediately report the incident to their supervisor or the practice manager.

The e-mail system is the private information system of [Practice Name]. Individuals using this system expressly consent to monitoring of their activities. Personal e-mail should be checked on personal time. Anything transmitted by, received from or stored in the e-mail system is the property of [Practice Name] and employees should have no expectation of privacy in the connection with the use of the e-mail system or the Internet, or the transmission, receipt, or storage of information in that system.

Violation of this policy shall result in the appropriate disciplinary action up to and including dismissal.

[Practice Name], in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee. [Practice Name] intends to enforce this policy, but reserves the right to change it at any time as circumstances may require.