

**FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA  
EMPLOYEE COMPUTER USE POLICY**

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**I. INTRODUCTION**

This Policy applies to the operation of computers by employees of the Fond du Lac Band in the workplace. The purpose of this Policy is to promote an effective use of Band computer resources by providing a basic definition of appropriate computer access and examples of inappropriate use.

In administering access to the Internet, the Fond du Lac Band supports open access to the Internet for work-related purposes, and subscribes to the principles of the First Amendment and the employee's reasonable expectation of privacy. At the same time, the Band is responsible for maintaining a work environment that is free of sexually explicit or other offensive materials.

The Fond du Lac Band recognizes that some personal use of computers and the Internet while at work is acceptable; however, personal computer use should not interfere with the purposes for which these resources are made available to the employee. Occasionally, requests are made of the MIS Department to accommodate access to non-work related e-mail accounts, web resources, or other issues. These items can be addressed by the MIS support staff but must be placed at the lowest priority and can only be looked at when there are no other work related requests ahead of them.

## **II. USER RESPONSIBILITY**

Employees of the Fond du Lac Band are provided with computer and Internet access in order to enable them to perform work-related functions necessary to their position. Each employee is responsible for insuring that the computer access granted to the employee is properly protected and not available to other individuals.

The Internet contains some material which is unsuitable to the purposes of maintaining a safe and productive work environment. Each employee is responsible for using computer resources in an appropriate manner. The Fond du Lac Band attempts to filter pornographic and offensive materials, but cannot monitor or control all Internet content and cannot be held accountable for information accessed through the Internet. The Band does not censor access or protect users from information that they may find personally offensive. Employees are expected to be aware of applicable regulations governing display of illicit materials in the workplace, and any additional Internet use restrictions put in place by their Division Director.

Employees are responsible to insure that computers under their control are only accessed by authorized Band employees.

Employees are prohibited from taking any Band-owned equipment, software, or information out of the workplace without proper prior approval.

### **III. APPROPRIATE ACCESS AND USE**

The primary purpose of the Band's computer network is to provide resources necessary for the daily operation of the Band's programs and enterprises. No equipment or software should be installed on any computer, server or network resource without the proper prior approval and the assistance of the MIS Department. Repairs to any hardware or software installed on any computer or any part of the Band's networks should only be performed by authorized personnel.

There is a significant cost associated with printing or downloading from the Internet, and these resources should be used only for work-related functions.

Employees are expected to observe relevant copyright laws and regulations.

#### **IV. EXAMPLES OF INAPPROPRIATE USE**

Examples of inappropriate computer use include, but are not limited to, the following uses:

1. Using any computer or network resource for personal gain;
2. Attempting to bypass system restrictions or tampering with system files or applications;
3. Unauthorized access to system files;
4. Attempting to disrupt the integrity of the system;
5. Violating federal or state laws;
6. Violating Band regulations or policies;
7. Transmitting, disseminating, printing or downloading sexually explicit images;
8. Behaving in an abusive or harassing manner in language or images;
9. Unauthorized copying of copyright-protected materials;
10. Deliberately wasting or overloading computer resources;
11. Using the e-mail system to forward e-mails commonly referred to as "SPAM" or non-work related materials to multiple people;
12. Downloading and installing screen savers, weather applications, streaming radio or video, and other unapproved software from the Internet;
13. Modifying the configuration or installation of any hardware or software;
14. Streaming radio or any other non-work related audio; or
15. Streaming video such as movie previews, YouTube videos, sporting broadcasts, or any other non-work related video.

## **V. VIOLATIONS & DISCIPLINARY CONSEQUENCES**

The Reservation Business Committee reserves the right to investigate an employee's use of Band computer resources if the RBC or Executive Director receives reliable information that the provisions of this Policy have been violated. Violations of this Policy will be considered employee misconduct and will be subject to disciplinary consequences in accordance with the personnel policies.