



Information Technology Policies and Procedures

Effective January 1, 2018

Introduction

This document provides guidelines for appropriate use of computer facilities and services. It is not a comprehensive document covering all aspects of computer use. It offers principles to help guide employees, and specific policy statements serve as a reference point. It will be modified as new questions and situations arise.

Computers, the internet, and electronic mail (email) are powerful research, communication, commerce, and time-saving tools that are made available to employees. The use of this efficient and effective communication tool is critical but, like any tools, computers, the internet, and email have the potential to be used for inappropriate or ill-advised purposes.

Workstations and other computer systems may be provided to employees for the purpose of performing their job functions. Employees shall be responsible for using workstations appropriately in conformance with this policy.

Purpose of Policy

The purpose of this policy is to ensure that employees understand what functions should and should not be performed on the Museum's computers and network to maximize the security of personally identifiable information (PII) and sensitive Museum data. The policy also provides guidance regarding proper safeguards of PII and sensitive Museum data when accessing social media sites.

Computer Use

- 1) To ensure that workstations and other computer systems that may be used to send, receive, store, or access PII and sensitive Museum data are only used in a secure and legitimate manner, all employees must comply with the Museum's Computer Use Policy.

- 2) The Museum may provide workstations and other computer systems to employees for the purpose of performing their job functions. Employees shall be responsible for using workstations appropriately in conformance with this policy.
- 3) The Museum may remove or deactivate any employee's user privileges, including, but not limited to, user access accounts and access to secured areas when necessary to preserve the integrity, confidentiality, and availability of its facilities, user services, and data.
- 4) Employees that use the Museum's information systems and workstation assets should have no expectation of privacy. To appropriately manage its information system assets and enforce appropriate security measures, the Museum may log, review, or monitor any data stored or transmitted on its information system assets.

Acceptable Use

The following policies on computer, the internet, and email usage shall be observed by all employees.

- Users of the internet and email are to comply with all appropriate laws, regulations and generally accepted internet etiquette.
- Primary purpose of the internet and email is to conduct official business.
- Users should identify themselves properly when using the internet and email, conduct themselves professionally, and be aware that their activities reflect on the reputation and integrity of all Museum employees.
- Each user is individually responsible for the content of any communication sent over or placed on the internet and email.
- All employees have a responsibility to ensure a respectful workplace. Computer equipment must not be used to visit internet sites that contain pornographic or sexually explicit information, pictures, or cartoons.
- Exceptions to this policy are only allowed when pre-approved by supervisors or Museum management and deemed necessary for official business, research or investigatory work.

Unacceptable Use

The following actions are prohibited; it is unacceptable for employees to:

- Knowingly or intentionally publish, display, transmit, retrieve, or store inappropriate or offensive material on any Museum computer system.
- Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory, or illegal material.

- View or distribute obscene, pornographic, profane, or explicit material.
- Violate laws, rules, and regulations prohibiting sexual harassment.
- Download, disseminate, store, or print materials including articles and software, in violation of copyright laws.
- Download any software, including, but not limited to games, screen savers, toolbars, or any other browsing tools without the permission of supervisors, Museum management, or IT staff.
- Violate or infringe on the rights of others.
- Use the system for any illegal purpose or contrary to Museum policy or business interests.
- Connect a personal computer to the Museum network without having the computer checked by IT staff to ensure no threatening viruses / programs infect the Museum network.
- Monitor or intercept the files or electronic communications of other employees or third parties.
- Hack or obtain access to systems or accounts they are not authorized to use.
- Disclose Login ID(s) or password(s) to anyone or allow anyone to access any information system with someone else's Login ID(s) or password(s).
- Use other people's Login ID(s) or password(s) to access any information system for any reason.
- Post any PII or sensitive Museum data on social network sites, public forums, etc. This includes posting pictures of PII, sensitive Museum data, or pictures of visitors without permission.
- Employees shall not remove electronic media that contains PII, confidential, or proprietary information unless such removal is authorized by an employee's supervisor or Museum management.

Warning

Any employee who abuses the privilege of their access to email or the internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and/or criminal liability.

Reporting

Employees will immediately report any observed activity that violates this agreement to the employee's supervisor, Museum management, or the Museum Head of Security.

I have read, understood, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Museum computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that internet and email will be subject to monitoring. I am aware that violations of this guideline on appropriate use of the email and internet systems may subject me to disciplinary action, including termination from employment, legal action, and/or criminal liability. I further understand that my use of the email and internet may reflect on the image of the Museum to our customers, competitors, and suppliers and that I have a responsibility to maintain a positive representation of the Museum. Furthermore, I understand that this policy can be amended at any time.

By signing this Agreement, I agree to comply with its terms and conditions. Failure to read this Agreement is not an excuse for violating it. The Museum may deny access to information systems if this Agreement is not returned, signed and dated.

Signature

Date