

Montana Legal Services Association

COMPUTER USE POLICY

Internet access at any computer owned/operated by the Montana Legal Services Association (MLSA) is intended to be used exclusively in accordance with this policy. Your signature below indicates that you have read and understand these provisions. Unauthorized use of MLSA computers and computer accessories is a violation of MLSA policy and grounds for discipline, including possible termination of employment. This policy applies to all MLSA computer users, including employees, contractors, volunteers and AmeriCorps*VISTA volunteers.

OWNERSHIP AND CONTROL: All electronic machinery, including stand-alone and networked computer systems and all software including email and internet access to websites by MLSA computer users is the sole and exclusive property of MLSA. Any product including websites, emails, and documents of any sort produced by any software by the use of this technology is the sole and exclusive property of MLSA and not of the employee or user involved. MLSA reserves the right to access, review, record, and edit any and all such material. Such material can be used by MLSA without reservation for any purpose including, but not limited to, establishment of liability and employee discipline/termination.

All equipment and materials described above are provided primarily for the business purposes of MLSA and not the personal use of employees or other users. Occasional personal use is permitted within the other rules established by this policy. MLSA reserves the right to further limit/regulate such non-business uses as it sees fit. Any significant non-business use must be approved by the Managing Attorney of the MLSA Office involved and is subject to the final decision of the MLSA Executive Director or his designee.

DUTY OF CARE: Each MLSA computer user has a duty to treat MLSA computer equipment with respect and care. Please do not eat over your computer and keep the screen, keyboard, mouse and other parts clean from dust and debris. In the event of an accident, please notify the IT Department immediately so that potential damage may be minimized.

INTERNET ACCESS: Websites, "chat rooms," or similar technologies which are prohibited by federal or state law shall not be accessed. Accessing sites relating to pornography, sexual offerings, or gambling is also prohibited. One-time accidental access is excused; however, any repeated access is prohibited.

EMAIL USE: No email may be sent which violates federal or state law, including but not limited to, communications reasonably interpreted as discriminatory, harassing or in violation of regulations/policies of the Legal Services Corporation or MLSA. Limited personal use of the email system is not prohibited unless it is excessive in the discretion of MLSA management or otherwise violates the provisions of this policy. Any extensive or prolonged personal use of email must be authorized by the MLSA Managing Attorney, subject to final review by the MLSA Executive Director.

SECURITY SYSTEMS: No actions may be initiated which would compromise or circumvent the security systems in place including, the sharing of logon information. Passwords for publicly accessible systems (Prime, Email) should meet the complexity standards set out in the password creation guidelines.

SYSTEM PROTECTION: Launching any computer “worm,” computer virus or other rogue programs is prohibited by any MLSA computer user or anyone else assisted by an MLSA computer user. Any presence of such system threat must be reported immediately to the MLSA Computer System Administrator for protective and remedial measures. The MLSA Executive Director shall be informed of any such occurrences by the IT department.

SOFTWARE AND ALL DOWNLOADED MATERIAL: No software provided by MLSA may be deleted from any MLSA computer. Additionally, any software not provided by MLSA and not on the acceptable software list may not be installed on any electronic property described above without the express consent of the MLSA IT Department.

WEBSITE ACCESS: Any website posted by MLSA shall be controlled by the MLSA IT Department. No additions, deletions or alterations to any such website shall be made by anyone not specifically authorized by MLSA and any MLSA computer user aware of such action will report it immediately to the MLSA Computer System Administrator.

VIOLATIONS: Any disregard of the policies described above shall be considered as violations of Regulation 227 of the MLSA Regulation Manual and shall be grounds for discipline including termination of employment.

IMPLEMENTATION POLICIES AND PROCEDURES: The receipt and understanding of these policies shall be acknowledged by all MLSA computer users by signature below. MLSA reserves the right to make minor changes and issue implementation procedures to these policies with written notice to those to whom the measures apply but without the re-execution of this document.

Read and acknowledged by:

Signature: _____

Print Name: _____

Date: _____

Attachments: MLSA Password Creation Guidelines
 MLSA Acceptable Software List
 MLSA IT Security Policy FAQ