

21.06 Information Technology Acceptable Use and Security

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to protect its employees, customers and the organization from risks arising from the inappropriate use of information technology equipment and systems.

Procedure:

Definitions:

As used in this policy, information technology includes, but is not limited to, computer equipment, software, operating systems, storage media, electronic mail, the Internet, and the Licking/Knox Goodwill Industries, Inc. network system.

General Use and Ownership:

It is expected that the Internet will be used for purposes related solely to the organization's business. Goodwill employees are responsible for the websites or portals they visit and communication should be for company use only.

Users should remain aware that any data created or transmissions sent/received via the organization's equipment remains the property of Licking/Knox Goodwill Industries, Inc. All information should be treated as confidential. Goodwill reserves the right to access and monitor all messages and files located on any company or personal computer system which is used at any Licking/Knox Goodwill Industries location or worksite.

Prohibited Activities:

The following list is by no means exhaustive, but should provide a framework for activities which fall in the category of unacceptable use of Goodwill computers and/or other applicable technology and will result in disciplinary action up to and including termination:

- Any activity that is a violation of local, state or federal law.
- Any form of harassment.
- Accessing any type of social networking site such as, but not limited to, Facebook, Twitter, LinkedIn or MySpace.
- Participation in or access to any type of online gambling or auction sites, including Shopgoodwill.com.
- "Streaming" online music or other media.
- Violation of any copyright, trade secret, patent or intellectual property rights including the installation or distribution of unlicensed software.
- Use of the Internet, or organization software, or the Goodwill network system for personal gain, advancement of individual views, or solicitation.
- Downloading of music, podcasts, copyrighted photos, or other media that is not directly related to the business activities of Licking/Knox Goodwill Industries, Inc.
- Introduction of malicious programs into organization systems.

- Revealing account passwords to others or allowing the use of your account(s) by others.
- Disabling anti-virus programs or firewalls without proper authorization from the Director of Communications.
- Installation of software or other programs without proper authorization from the Director of Communications.
- Circumventing user authorization or security of any host, network or account.
- Sending unsolicited email messages, including “junk mail” or email spam.
- Sending emails that are of a confidential nature.
- Creation or forwarding of “chain letters”, “Ponzi” or other “pyramid” schemes.
- Electronic storage or transmission of unencrypted credit card data.
- Any other form of non-work related internet surfing.

Due to the rapid progression of Internet technology, the above list of prohibited activities is not intended to be all-inclusive. Therefore, violation of the spirit or intent of the above policy shall be grounds for disciplinary action.

Network Access:

Access to programs and data residing on the Goodwill network is granted according to job function. Employees who determine that additional access is necessary to accomplish their assigned tasks may submit a written request to the CEO/President. The Director of Communications is charged with maintaining a comprehensive record of Goodwill employee access privileges including a history of any additions or deletions.