University of Southern California
Facilities Management Services
Internet/Computer Use Guidelines

1. **Business use only**: Facilities Management Services provides Internet access (including e-mail) to its employees to assist and facilitate business use in the course of employee's assigned duties. All materials, information and software created, transmitted, downloaded or stored on the company's computer system are the property of USC and may be accessed only by authorized personnel. Employees may access the Internet for non-business use during non-work hours, so long as all other provisions of this policy are followed.

2. **Prohibited uses**: Inappropriate Internet use includes, but is not limited to:
   - Transmitting obscene, harassing, offensive or unprofessional messages.
   - Accessing any site that is sexually or racially offensive or discriminatory.
   - Displaying, downloading, or distributing any sexually explicit material.
   - Transmitting any of Facilities Management Services confidential or proprietary information, including customer data, trade secrets, or other materials.

3. **Copyright restrictions, permission required**: <u>Prior written authorization from your department's director is required before introducing any software into the Facilities Management Services computer system. Employees may not download entertainment software or games, nor install software or modify hardware without written authorization</u>. Any software or other material downloaded into Facilities Management Services computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

4. **Monitoring**: Facilities Management Services reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

5. **No company representation**: Only authorized employees may communicate on the Internet on behalf of Facilities Management Services. Employees may not express opinions or personal views that could be misconstrued as being those of Facilities Management Services. Employees may not state their Facilities Management Services affiliation on the Internet unless required as part of their assigned duties.

6. **Violation of this policy**: Any violation of this policy may result in disciplinary action, up to and including immediate termination.

http://policies.usc.edu/adm_bus_practices.html#computing_policies

<u>All federal, state laws and university policies supersede departmental guidelines and procedures.</u>

<u>Department guidelines and procedures are subject to change at any time and staff are responsible for familiarizing themselves with current guidelines.</u>