

# **TECHNOLOGY USEAGE POLICY**

January 1, 2026

## Internet Usage

Internet use, on Tecumseh Council time, is authorized to conduct council business only. Internet use brings the possibility of breaches to the security of confidential council information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the council, potential access to council passwords and other confidential information.

Removing such programs from the council computers requires staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately, for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may council computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or nonbusiness-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

## Council Email Usage

Email is to be used for council business only. Council confidential information must not be shared outside of the council, without authorization, at any time. You are also not to conduct personal business using the council computer or email. Doing so can lead to disciplinary action up to and including termination of employment.

Please keep this in mind, also, as you consider forwarding nonbusiness emails to associates, family or friends. Nonbusiness related emails waste council time and attention. Doing so can lead to disciplinary action up to and including termination of employment.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

### Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification, including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the council. Sending or forwarding nonbusiness emails will result in disciplinary action that may lead to employment termination.

### Council Owns Employee Email

Keep in mind that the council owns any communication sent via email or that is stored on council equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

### **Acknowledgement of Understanding**

**I have read and agree to comply with the terms of this policy governing the use of the Tecumseh Council, Boy Scouts of America's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name