

## **Electronic Communications**

### **APPROPRIATE USE**

The University of Detroit Mercy's computers, computer files, the email system, Internet access, and the software furnished to employees are University property and are to be used for University business.

### **PERSONAL USE OF SYSTEM**

Incidental and occasional personal use is permitted within reasonable limits, so long as it occurs during non-working hours, does not interfere with the employee's work or the University's operations, and it complies with the restrictions in this policy and other University policies.

### **RESTRICTIONS ON CONTENT**

Employees may not upload, install, download or otherwise transmit via Detroit Mercy's electronic resources, any material that a reasonable person would consider to be defamatory, offensive, harassing, disruptive or derogatory. This includes, but is not limited to, explicit sexual content or images, racial or ethnic slurs and comments or images that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs or disability.

### **PROHIBITED ACTIVITIES**

Employees are forbidden from uploading, installing, downloading or otherwise transmitting without University authorization copyrighted, trademarked, patented, trade secret or other confidential, private or proprietary materials, whether it be the property of Detroit Mercy or other organization or individual.

### **SECURITY**

Employees may be given an email account, which may be accessed only through a University assigned username and password. Employees are prohibited from allowing others to send electronic mail from their account and may not use another's account to send their electronic mail. Employees shall not enable unauthorized third parties to access or use Detroit Mercy's electronic communications systems or otherwise jeopardize the security of the University's electronic communications systems in any way.

### **EMPLOYER'S RIGHT TO MONITOR**

Employees should not assume that any communications, whether business related or personal, are strictly confidential. Although employees will be given a username and password, their electronic communication may still be monitored and or disclosed consistent with the terms of this policy. The University reserves the right, at any time and without prior notice, to monitor, access, retrieve, read and disclose all information and material – whether business related or personal – that is created, sent, received, accessed or stored on its electronic resources.

#### CONSEQUENCES OF VIOLATING POLICY

Violations of this policy, including breaches of confidentiality or security, may result in suspension of email or Internet privileges or other disciplinary action up to and including termination. Detroit Mercy reserves the right to hold an employee personally liable for any violations of this policy.