

GREATER MOHAWK VALLEY LAND BANK CORPORATION

INTERNET USE POLICY

1. Access to the Internet has been provided to employees to assist them in the performance of their jobs. The computer and all telecommunication systems belong to the Land Bank and may only be used for authorized business purposes.
2. Employees may not use the Land Bank's internet resources for commercial or personal advertisements, solicitations, or any other unauthorized or personal use.
3. Sending, receiving, displaying, downloading, printing or otherwise disseminating materials that are harassing, sexually explicit, obscene or defamatory is prohibited.
4. Employee's using the Land Bank's Internet account are acting as representatives of the Land Bank. As such, employees should exercise the same care in drafting any electronic communication that they would for any other written material. Anything created on the Internet may and likely will be seen by others.
5. In order to prevent computer viruses from being transmitted to our computer system, all unauthorized downloading of any software or programs is strictly prohibited. Approved downloads must be scanned with virus detection software before installation or execution by designated personnel only. This includes Plug-ins and other browser Add-ons.
6. Employees are prohibited from copying, printing or disseminating copyrighted materials (including articles and software) in violation of copyright laws.
7. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third-party. Caution and care must be exercised when transferring any information.
8. The use of the Land Bank's Internet access is not private. The Land Bank has the right, (but not duty) to monitor, access and disclose the Internet sites visited by an employee, the materials accessed, any files uploaded or downloaded, and all communications sent or received, all without the consent of or notice to any employee.
9. The Land Bank will not be responsible for any damages, direct or indirect resulting out of the use of its Internet resources by Employees.
10. Violations of this policy above may result in disciplinary action up to and including termination.