

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
CIVIC DEVELOPMENT CORPORATION

Resolution No. CDC-17-09-16

Governance Committee Review: August 25, 2017

September 29, 2017

**AUTHORIZING AMENDMENTS TO THE ELECTRONIC TECHNOLOGY – USAGE  
AND MONITORING POLICY**

**WHEREAS**, on May 14, 2012 the St. Lawrence County Industrial Development Agency Civic Development Corporation (the “Corporation”) put into place a policy outlining the usage of Electronic Technology Equipment by Corporation employees, and

**WHEREAS**, Corporation policies, standards and procedures undergo periodic review by the Corporation’s Governance Committee, and

**WHEREAS**, the Corporation’s Governance Committee has approved the Electronic Technology – Usage and Monitoring Policy revisions for submission to and approval by the Corporation’s Board,

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Industrial Development Agency Civic Development Corporation does hereby authorize revisions to the Electronic Technology - Usage and Monitoring Policy, as attached.

Move:	Hall			
Second:	Hooper			
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Blevins	X			
Hall	X			
LaBaff	X			
McMahon				X
Hooper	X			
Staples	X			
Weekes				X

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley  
September 29, 2017

<p>Policy Guidance: <b>Electronic Technology – Usage and Monitoring</b></p>
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Creation Date: May 14, 2012  
Revised Date: September 29, 2017

### **Introduction**

The purpose of this document is to define the St. Lawrence County Industrial Development Agency Civic Development Corporation's (the "SLCIDA-CDC") policy on proper usage of its information technology resources. The SLCIDA-CDC's network exists in order to improve employee/user productivity and to increase workflow efficiency. The components of the network include, but are not limited to: personal computers, laptops, local and wide area networks, software, and Internet and e-mail services.

Disciplinary action for failure to comply with any of the policy guidelines described in this document will be rendered on a per-incident basis. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. Unacceptable use of the network, as defined in this policy, is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, or local laws.

### **Policy Guidance:**

***Electronic Mail and Digital Communications Monitoring:*** SLCIDA-CDC recognizes the need for its employees to communicate effectively with fellow employees and customers. Therefore, we have installed an internal electronic mail (email) system to facilitate the transmittal of business-related information with the SLCIDA-CDC and with our customers. Electronic mail and electronic documents, along with the SLCIDA-CDC owned computers are considered the property of the SLCIDA-CDC.

The e-mail system is intended for business use only. The use of the SLCIDA-CDC's e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited. Incidental use of the SLCIDA-CDC's email system for personal correspondence is permitted.

SLCIDA-CDC policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to any files, systems, applications, or networks that they do not have authorization to access.

All e-mail passwords must be made available to the SLCIDA-CDC at all times. Please notify the Facilities Manager if you need to change your password. Passwords must be available to the Chief Executive Officer and/or the Deputy Chief Executive Officer/Chief Financial Officer (collectively, hereinafter "management") immediately upon request.

In the event of any pending or threatened litigation involving the SLCIDA-CDC, employees are required to retain any and all emails containing related information.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the private SLCIDA-CDC email system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the SLCIDA-CDC's e-mail system will be reviewed by, and disclosed to, management. Employees should not assume that communications that they send and receive by the SLCIDA-CDC's e-mail system are private or confidential.

***Voice Mail Monitoring:*** We recognize the need of SLCIDA-CDC employees to be able to communicate efficiently with fellow employees and customers. Therefore, we have a voice mail system to facilitate the transmittal of business-related information within the SLCIDA-CDC and with our customers.

The voice mail system is intended for business use only and use of the SLCIDA-CDC's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

SLCIDA-CDC's policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

In the event of any pending or threatened litigation involving the SLCIDA-CDC, employees are required to retain any and all voicemails containing related information.

All voice mail passwords must be made available immediately to management upon request. Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the private SLCIDA-CDC voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications they send and receive by the private SLCIDA-CDC voice mail system will be reviewed by, and disclosed to, management. Employees should not assume that communications that they send and receive by the private SLCIDA-CDC voice mail system are private or confidential.

***Internet/WiFi Usage:*** The SLCIDA-CDC recognizes the many applications for the use of the Internet to conduct business. This is an important reason we allow employees to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose is discouraged. SLCIDA-CDC employees must agree to the terms and conditions set forth by the SLCIDA-CDC and/or any SLCIDA-CDC landlord, as they pertain to Internet usage.

The SLCIDA-CDC's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant message programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually-explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

For business purposes, management reserves the right to enter, search and/or monitor the Internet usage and history of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that Internet usage and history will be reviewed by, and disclosed to, management. Employees should not assume that Internet usage and history are private or confidential.

Employees learning of any misuse of the Internet shall notify a member of management. Violation of this policy may result in disciplinary action, up to and including discharge.

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By my signature, below, I acknowledge that I have received a copy of the following policy. I understand that I am expected to read the policy and that it contains important information relative to my employment with the St. Lawrence County Industrial Development Agency Civic Development Corporation:

Policy: Electronic Technology – Usage and Monitoring

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_