



NUMBER: 570  
SUBJECT: USE OF E-MAIL, VOICE-MAIL, AND COMPUTER NETWORK SYSTEMS  
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PAGE 1 OF 1

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#### **570.1 — GENERAL**

The following are the basic procedures/policies regarding appropriate use of e-mail, voice-mail, and computer network systems. To be able to use a computer and the Internet at Bridgerland Applied Technology College (BATC), an individual (employees and/or students) must sign the Acceptable Use Agreement.

#### **570.2 — PURPOSE**

BATC respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of BATC-owned equipment or supplies.

- (a) BATC e-mail, voice-mail, and computer network systems are accessible at all times by BATC and may be subject to periodic, unannounced inspections by BATC Information Systems (IS) personnel and/or management for business purposes. All system pass codes must be made available to BATC IS and/or management upon request. In addition, as part of the network monitoring process, BATC also monitors all Internet traffic, in and out of the facility, and has the ability to monitor information/activity on any individual computer within the organization.
- (b) Employees are expected to use the e-mail, voice-mail, and computer network systems for BATC business and not for unnecessary personal purposes. Unnecessary personal purposes include, but are not limited to:
  - (1) Soliciting or proselytizing for commercial ventures
  - (2) Religious or political causes
  - (3) Outside organizations
  - (4) Other than non-job-related solicitations
- (c) Employees are prohibited from using the information systems at BATC in any way that might be disruptive or offensive to others, including but not limited to:
  - (1) Transmission of sexually explicit messages or cartoons
  - (2) Ethnic or racial slurs
  - (3) Anything that may be construed as harassment or disparagement of others
- (d) Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their e-mail and/or voice-mail messages.
- (e) Personal or other inappropriate use of the information systems at BATC will result in disciplinary action, including the denial of access to BATC computer services and including the possibility of immediate dismissal. (Please also refer to BATC's Online Use Policy.)