

- A. Inappropriate use of the Internet and e-mail includes, but is not limited to:
1. Accessing sites that contain pornography, exploit children, sites that contain gambling opportunities, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
 2. Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity, or any activity that is inconsistent in any way with MCWD policies (e.g. policy on sexual harassment).
 3. Exploiting security weaknesses of MCWD's computing resources and/or other networks or computers outside MCWD.
 4. Knowingly allowing unauthorized persons access to or use of MCWD computing resources.
 5. Transmitting any of the District's confidential or proprietary information, including customer data or other materials covered by the District's confidentiality policy; transmitting or posting information that may harm the District or its reputation or any of its employees regardless of whether the information is defamatory. This includes expressing opinions or personal views on Internet web logs ("blogs"), social networking sites such as Facebook, Twitter, LinkedIn, etc., that could be misconstrued as being those of the District. The prohibitions described apply to employees whether the employee is on or off duty or working from a non-District computer.
- B. Personal use of MCWD's computer system and access to the Internet and e-mail is not a benefit of employment with MCWD. Use of the Internet should not interfere with the timely and efficient performance of job duties.
- C. Employees should not have any expectation to the right of privacy in any MCWD computer resources, including e-mail messages produced, sent, or received by MCWD computers, cell phones, or transmitted via MCWD's servers and network. the Network Administrator(s) may monitor the contents of all e-mail messages to promote the administration of its business and policies.
- D. Use of another employee's name/account to access MCWD's network or the Internet is prohibited without express permission of the Network Administrator(s).
- E. Employees may not use MCWD's computer resources for personal commercial activity.