

# ALABAMA STATE BAR INTERNET USAGE POLICY

## ***INFORMATION CONTENT AND USE OF THE SYSTEM***

The Alabama State Bar reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all web site communications, and therefore, users should have no reasonable expectation of privacy in the use of these resources.

### ***Uses that are acceptable and encouraged:***

- ❑ Communications and information exchanges directly relating to the mission, charter, tasks and work of the Alabama State Bar;
- ❑ Announcements of state laws, procedures, hearings, policies, services, or activities;
- ❑ Use for advisory, standards, research, analysis, and professional society or development activities related to the user's governmental duties; and
- ❑ Use for personal reasons (i.e. e-mail from/to friends or relatives) is allowed, but it should be occasional rather than regular use.

### ***Uses that are unacceptable:***

It is unacceptable for a user to use, submit, publish, display or transmit on the network or on any computer system any information that:

- ❑ Violates or infringes on the rights of any other person, including the right to privacy;
- ❑ Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory or illegal material;
- ❑ Violates agency or departmental regulations prohibiting sexual harassment;
- ❑ Restricts or inhibits other users from using the system or the efficiency of the computer systems;
- ❑ Encourages the use of controlled substances or uses the system for the purpose of criminal intent; or
- ❑ Uses the system for any other illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- ❑ Conduct non-approved business;
- ❑ Solicit the performance of any activity that is prohibited by law;
- ❑ Transmit material, information, or software in violation of any local, state or federal law;
- ❑ Conduct any political activity;
- ❑ Conduct any non-governmental-related fund raising or public relations activities;
- ❑ Engage in any activity for personal gain or personal business transactions; or
- ❑ Make any unauthorized purchases.

## **COPYRIGHTED MATERIAL**

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author of current copyright law. The federal Copyright Act at 17 U.S.C. 101 et. seq. (1988), protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism (using someone else's ideas or writing and passing it on as one's own).

## **PUBLIC DOMAIN MATERIAL**

Any user may download public domain programs for his/her own business-related use, or may redistribute a public domain program non-commercially but does so with the knowledge that by doing so he/she also assumes all of the risks regarding the determination of whether or not a program is in the public domain.

## **ELECTRONIC MAIL (E-MAIL)**

E-mail is considered network activity, thus, it is subject to all policies regarding acceptable/unacceptable uses of the Internet and the user should not consider e-mail to be either private or secure.

## **REGULATION AND ENFORCEMENT**

The executive director (or his or her delegated representative) is responsible for compliance with provisions of this policy and for investigating suspected non-compliance. These duties include, but are not limited to:

- ❑ Investigation of alleged or suspected non-compliance with the provisions of the policy; and
- ❑ Suspension of service to users or of user access with or without notice when deemed necessary for the operation and/or integrity of the state bar's communication infrastructure or connected networks.
- ❑ When an instance of non-compliance is suspected or discovered in a computing system or network connected to the state bar network, the agency shall proceed with appropriate discipline, up to and including discharge, for non-compliance with this policy. Criminal or civil action may be indicated in appropriate instances.

## **CONSENT FORM**

All Alabama State Bar employees having access to the Internet through the state bar's Internet service provider, must consent that all network activity is the property of the Alabama State Bar, and therefore, they should not consider any activity to be private. This is accomplished through execution of a signed Consent Form.

As a minimum, anyone having access to the Internet must acknowledge that they consent to the Alabama State Bar having possession of and access to all network activity.

## **LIABILITY**

The Alabama State Bar makes no warranties of any kind, whether expressed or implied for the service that is the subject of this policy. In addition, the Alabama State Bar will not be responsible for any damages whatsoever which employees may suffer arising from or related to their use of any Alabama State Bar electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either Alabama State Bar's negligence, errors, or omissions. Users must recognize that the use of Alabama State Bar's electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence.