## USE OF ELECTRONIC DEVICES

All employee use of company-provided computer resources and other electronic devices must be appropriate and in accordance with policy. Inappropriate use, which may be defined from time to time in the discretion of management, may subject you to discipline, up to and including termination. Inappropriate use includes, for example:

* Use of the systems in violation of any company policy, including the Offensive Behavior Policy.
* Use of the systems to create, send, or receive messages, pictures, or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist discriminatory, or harassing. If you receive such material you must notify your supervisor.
* Use of the resources to conduct illegal activities.
* Loading software which is not approved in advance by management.
* Making illegal copies of licensed software.
* Using software that is designed to destroy data, provide unauthorized access to the company’s computer or communication equipment, or which would disrupt our computer or communication equipment in any way.

Employees should have no expectation of privacy in any message that you store or send using [Shortnened Name]’s equipment.