

# StarCar

## Internet Use

### **1. Use Of Internet**

Access to the Internet through the StarCar network is a privilege and carries responsibilities reflecting responsible and ethical use. Internet access must be approved and granted through the General Manager (GM). The request must document the reasons for requiring access to the Internet in order that the GM can evaluate the resources available to ensure that employee-users remain in compliance with this policy. Use of the Internet through the StarCar network constitutes the individual's acceptance of this policy.

Employee-users are expected to be knowledgeable of these and all policies of StarCar. Care must be taken by all employee-users to ensure that accessing the Internet does not jeopardize member and credit union interests. Any questions should be directed to the GM. Violations of this or any other StarCar policy subjects the employee-user to immediate revocation of system privileges and may result in further disciplinary action, up to and including termination.

### **2. Authentication Process**

The employee-user must first be authenticated through a StarCar-assigned network username and password. The username and password is the responsibility of the individual to whom it is assigned. Any authorized use of the username and password by other individuals (i.e., family members) to gain access to the StarCar network and Internet makes that employee-user responsible for any and all actions of those individuals. Violations of StarCar Internet Use Policy and any other policy through the authorized use of the username and password subjects the individual to whom it is assigned to disciplinary action, up to and including termination. You should not expect that transmissions made through the StarCar network are confidential. Although you will be given a username and password, this does not insulate transmissions from employer review for business purposes.

### **3. Personal Use**

Limited personal use of the Internet is allowed and encouraged by StarCar. However, the employee-user is reminded that use of any and all StarCar property is primarily for the purpose of StarCar business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.

In addition, any posting to public forums such as newsgroups, or any transmittal of electronic mail through the Internet for personal use must include a disclaimer that the views are those of the employee-user and not StarCar. These forums should be used with care and not cause any adverse publicity or embarrassment to StarCar.

### **4. Ethical Use of Internet**

At any time and without prior notice, StarCar management reserves the right to examine e-mail, personal file directories, and other information stored on StarCar computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems. As such, the GM may monitor access to the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other StarCar policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through or postings to public newsgroups must fall within these ethical standards.

The employee-user must abide by all federal and state laws with regard to information sent through the Internet. The StarCar Code of Ethics strictly prohibits unauthorized release or disclosure of any member information through the Internet or through any other means. Company trade secrets and confidential information should not be transmitted over the Internet.

Employee-users are also prohibited from using Internet access through StarCar systems for any other business or profit-making activities.

In general, employees should exercise the same restraint and caution in drafting and transmitting messages over the Internet as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients. To obtain detailed information regarding the obligations and responsibilities of employee-users while communication via E-mail please refer to StarCar 's Electronic Mail Policy.

## **5. Downloading Software**

Employee-users are prohibited from downloading software from the Internet without prior written approval of GM or his/her designate. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs which change the configuration of your system by anyone other than Information Systems personnel is prohibited. The employee-user should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into StarCar 's network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If the employee-user finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the Network Administrator or the GM.

Employee-users may not install other on-line services to access the Internet on StarCar -owned computers, such as America OnLine, CompuServe, Earthlink, etc. Any questions should be directed to the Network Administrator or GM.

**I have read and fully understand this policy. I understand that my use of the StarCar network constitutes full acceptance of the terms of this policy and consent to monitoring.**

**Internet Use Policy**

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name Here)

\_\_\_\_\_  
(Date)