

Internet Procedures

These guidelines are intended to help you make the best use of the Internet resources at your disposal. You should understand that the Nez Perce Tribe provides Internet access to staff to assist them in carrying out their duties for the Tribe. It is envisioned that Internet will be used to lookup details pertinent to your work duties, program or department functions, or for services to assist in performing your duties more effectively. It should not be used for personal reasons.

You may only access the Internet by using the Tribe's content scanning software, firewall and router. Access to the Internet is granted after your program director or manager has authorized you in writing.

When using the Tribe's Internet access you should comply with the following guidelines:

DO's

1. Keep your use of the Internet to a minimum and maintain use as it pertains to your job functions.
2. Check that any information you access on the Internet is accurate, complete and current.
3. Check the validity of the information found.
4. Respect the legal protections to data and software provided by copyright and licenses.
5. Do report anything unusual to your supervisor.

DO NOT

1. Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal.
2. Do not download content from Internet sites without authorization from Information Systems, unless it is work related.
3. Do not download software from the Internet and install it upon the Tribe's computer equipment without authorization from Information Systems.
4. Do not use the Tribe's computers to make unauthorized entry into any other computer or networks.
5. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act 1990.
6. Do not represent yourself as another person.
7. Do not use Internet access to transmit *confidential*, political, obscene, threatening, or harassing materials.
8. Do not utilize Internet sites for downloading or listening to music, chat, gambling, video streaming, or any other type of streaming media. If you're unsure please consult with Information Systems or your supervisor.

Please note the following

All activity on the Internet is monitored and logged. All material viewed is scanned for viruses. All the content viewed is scanned for offensive material. If you are in any doubt about an issue affecting Internet Access you should consult Information Systems.

Any breach of the Tribe's Policy's listed above regarding System Security, Email or Internet may lead to disciplinary action as outlined in the Human Resource Manual, Misuse of Tribal Property.