

Overview

Purpose

The Company owns and operates various computer systems, which are provided for use by employees in support of business activities. All users are responsible for seeing that these facilities are used in an effective, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state or local laws.

Authority

This policy has full support from the MDS's executive steering committee and human resources department. The IT Director administers the policy, which is currently effective for all MDS employees and computer systems.

Audience and agreement

All users of the company's computing systems must read, understand and comply with the policies established in this document as well as additional guidelines established by administrators of each system.

BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.

Rights

These computer systems, facilities and accounts are owned and operated by MDStrum Housing Services Inc. MDStrum Housing Services Inc. reserves all rights, including termination of service without notice, to the computing resources it owns and operates. These procedures shall not be construed as a waiver of any rights of MDStrum Housing Services Inc., nor shall they conflict with applicable acts of law. Users have rights that may be protected by federal, state and local laws.

Privileges

Access and privileges on MDStrum Housing Services Inc. computing systems are assigned and managed by the system administrators of specific individual systems. Eligible individuals may become authorized operators of a system and be granted appropriate access and privileges by following the approval steps for that system.

A designee of the MIS department must approve all access to MDStrum Housing Services Inc. computer resources, including the issuing of passwords.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without permission from the system administrator. The authorized user is responsible for the proper use of the system, including any password protection. Users may not install any device on a computer without authorization from the system administrator.

Responsibilities

Users are responsible for maintaining the following:

1. An environment in which all MDStrum Housing Services computing resources are shared equitably among users. The system administrator sets minimum guidelines within which users must conduct their activities. An environment which does not harm the functionality of the equipment.
2. An environment conducive to business:
A user who harasses, or makes defamatory remarks, shall bear the full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users agree that MDStrum Housing Services' role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by MDStrum Housing Services.

Many of MDStrum Housing Services' computers provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that MDStrum Housing Services does not assume responsibility for the contents of any of these outside networks.

The user agrees to comply with the acceptable use guidelines presented in this document, and other documents for outside networks or services they may access through MDStrum Housing Services computer systems.

Further, the user agrees to follow proper etiquette on outside as well as internal networks.

The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service). The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message, a message that is inconsistent with an environment conducive to business or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not MDStrum Housing Services, which is acting solely as an information carrier.

3. An environment free of illegal or malicious acts:

The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which he or she is authorized, or any attempt to deprive other authorized users of resources or access to any MDStrum Housing Services computer system shall be regarded as malicious, and may be treated as an illegal act.

4. A secure environment:

Any user who finds a possible security lapse on any system is obligated to report it to the system administrator.

Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.

Users are responsible for backup of their own personal data which should not be stored on any company server or workstation for more than 7 consecutive days. In the event of personal data loss MDStrum Housing Service will never be liable.

Accounts

An account assigned to an individual must not be used by others without written permission from the system administrator. The individual is responsible for the proper use of the account, including proper password protection.

Confidentiality

While reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail, there is no guarantee that your accounts or electronic mail is private. The user should not consider the systems secure nor connected to a secure network. It is entirely possible that in the course of normal system administration activities your e-mail, and any data stored in your account, will become visible to the system administrator. Further, in case of a request from law enforcement authorities, your e-mail and other data may be made available to the requesting agency.

System usage

Electronic communications facilities (such as e-mail) are for company related activities only. Fraudulent, harassing chain e-mails or obscene messages and/or materials are not to be sent or stored.

Unacceptable e-mail use: Interference

MDStrum Housing Services forbids the use of company electronic communications resources for any purpose that could strain or compromise these resources. The company also forbids electronic communications that interfere with the use of these resources by other employees.

Toward this end, company resources may not be used to:

- **Perpetuate chain e-mail letters or their equivalents.** This includes letters that require the recipient to forward an e-mail to a specified number of addresses in order to achieve some monetary, philosophical, political, superstitious, or other goal. E-mails that are part of a multilevel marketing or pyramid-selling scheme, sometimes known as "Ponzi schemes," are illegal in many places and are specifically forbidden under this policy.
- **Create and/or send "spam."** Spam is defined as any unsolicited electronic communication that is sent to any number of recipients who did not specifically request or express an interest in the material advertised in the communication. It will be

considered a greater offense if the company's electronic communications resources are exploited to amplify the range of distribution of these communications.

- **Send or encourage "letter bombs."** Letter bombs are extremely large or numerous e-mail messages that are intended to annoy, interfere, or deny e-mail use by one or more recipients.
- **Practice an activity designed to deny the availability of electronic communications resources.** Also called "denial of service attacks," these activities deny or limit services through mail bombing, malicious executables such as viruses, threatening a virus, or opening a large number of mail connections to a mail host or SMTP relay without authorization or permission.

System performance

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any company computer system.

Unauthorized access

Loopholes in the computer system or knowledge of a special password should not be used to damage the computer system, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.

Copyright

Computer software protected by copyright is not to be copied from, into, or by using MDStrum Housing Services computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies by the system administrator, if permitted by the copyright owner.

The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

Copyright and licensing restrictions

MDStrum Housing Services abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, de-compiling, or reverse assembly of licensed software is strictly prohibited. Indiana law further governs the use of any computer resource (including software).

Single CPU usage restrictions

Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to MDStrum Housing Services. However, without explicit written variance, single usage restrictions in the license apply to all users.

Violations

An individual's computer use privileges may be suspended immediately upon discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors.

Violations of these policies will be dealt with in the same manner as violations to other company policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the company, and legal action. Violations of some of the above policies may constitute a criminal offense.

Additional guidelines

System and network administrators may establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of non-retrievable mail, responsibility for account approval and other items related to administrating the system.