

## **IPA Policy Manual**

### **Chapter 6 – Staff**

#### **6.2 Acceptable Use Policy for Internet and Email**

##### **Summary:**

This policy sets out guidelines for acceptable use of the Internet by employees of the Illinois Principals Association. Internet access is provided for the primary purpose of assisting employees in carrying out the duties of their employment duties. Employees may also use the Internet for reasonable private purposes which are consistent with this Acceptable Use Policy and IPA's Data Security & Cyberthreats Policy. Employees may not use Internet access provided by IPA in such a way as to interfere with the duties of employment or to expose IPA to any cost or risk of liability. IPA reserves the right to modify this policy with reasonable notice to its employees.

For purposes of this policy, the term "Employee" includes employees, consultants, volunteers, and all others who have internet access through IPA owned devices and/or who have IPA email accounts.

##### **What is Acceptable Use:**

Subject to the balance of this policy, employees may use the Internet and their IPA provided email address for the following:

- Work related purposes consistent with the employee's job duties and functions; and
- Sending and receiving personal email messages and accessing the Internet for personal purposes on non-work time, provided in each case that the personal use is moderate in time, does not incur any cost to the IPA and does not interfere with the duties of the employee.

##### **What is Not Acceptable Use:**

Except in the course of an employee's duties or with the express permission of IPA, the Internet and IPA issued email address may not be used for:

- Personal commercial purposes;
- Violations of the rights of any person or corporation, such as defamation, libel, or slander;
- Disseminating confidential information of IPA;
- Any illegal purpose;
- Viewing or downloading pornographic materials;
- Harassment, creating a hostile work environment, or making threats toward any individual or entity;
- Pirating of software or copyright infringement;
- File sharing or downloading file sharing programs;
- Introduction of malicious programs into any device, network, or server;

- Hacking or attempting to access, alter or modify restricted content;
- Disseminating personal contact information of members or employees of IPA without their consent; or
- Any other purpose that does not comport with the mission, vision and policies of the IPA;

**Consequences of Unacceptable Use:**

IPA reserves the right to monitor employee computer, Internet and email use. Any emails or other documents sent or received through the IPA server or through an IPA issued account should not be considered private and are property of the IPA.

IPA will review any alleged breach of this Acceptable Use Policy on an individual basis. Use of the Internet and email is a privilege. Any Internet or email use that is inconsistent with this policy shall be grounds for discipline, which may include loss of Internet and/or email privileges or dismissal from employment.

Criminal misconduct engaged in by an employee may be reported to the police.

Revised: January 23, 2025  
Adopted: May 1, 2007