

**CORTLAND COUNTY BUSINESS DEVELOPMENT CORP.
WEB USAGE POLICY
APPROVED DECEMBER 2017**

It is the practice of the Board of Directors of the Cortland County Business Development Corp. (the "Corporation") to monitor the proper use of computing and Internet resources, effective protection of individual users, and proper management of those resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to computing and networking services.

Access to the Internet at work is a privilege, not a right. Access to networks and computer systems owned or operated by the Corporation requires certain user responsibilities and obligations and is subject to local, state, and federal laws. Appropriate use should always be legal and ethical. Users should show consideration and restraint in the consumption of material on the Internet. Users should also demonstrate respect for individual rights to privacy and to freedom from intimidation, harassment, and annoyance. Inappropriate use of computing and Internet resources includes frequent personal transactions, or any other excessive use of a personal nature. Excessive use of the system for personal purposes will be grounds for employee review and potential disciplinary actions, including termination.

To the greatest extent permitted by law in a public setting, the Corporation seeks to preserve individual privacy. The Corporation's computers are owned and operated by the Corporation and employees do not and cannot have an expectation of privacy when using the Corporation's computers. The Corporation's records are subject to the Freedom of Information Law and, as such, certain content residing on Corporation computer systems may be subject to public disclosure.

Users should be aware that their uses of computing resources are not private. While the Corporation does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of computing resources require the backup and caching of data and communication, the logging activity, the monitoring of general usage patterns, and other such activities that are necessary for maintaining network availability.

The Corporation may also specifically monitor the activity and accounts of individual users of computing resources, including the length and pattern of individual usage and communications, without notice. This monitoring may occur if a user appears to be engaged in unusual excessive activity, as indicated by the monitoring of general activity and usage patterns.

All members of the organization have the right not to be harassed electronically through Internet usage or postings by others. Each member of the organization is responsible for his or her actions, and must demonstrate common courtesy and respect

for the rights of others in utilizing the system. No one may, under any circumstances, may use the network to harass any other person.

The following constitutes computer harassment: (1) Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient; (2) Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not an actual message is communicated; (3) Intentionally using the computer to contact another person repeatedly regarding matters for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) Intentionally using the computer to disrupt or damage the work of another; and (5) intentionally using the computer to invade the privacy of another or the threatened invasion of the privacy of another.

The following harmful activities are prohibited: creating and propagating viruses; disrupting services; damaging files; or destruction of or damage to equipment or software. Engaging in these activities are grounds for dismissal.

The Corporation restricts and prohibits users from:

- Posting, transmitting, downloading or otherwise engaging in any unlawful, threatening, abusive, libelous, defamatory, obscene, vulgar, pornographic, profane, or indecent information of any kind, including without limitation any transmission constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any local, state, national, or international law
- Posting or transmitting any information, software, or other material which violates or infringes the rights of other, including material which is an invasion of privacy
- Posting or transmitting any information, software or other material which contains a virus or other harmful component (users are expected to take personal responsibility for updating anti-virus software on a weekly basis to guard against threats to the system)
- Engaging in personal uses (chat rooms, IM, downloading music or video files, etc.) during work hours

The Corporation may impose sanctions and punishments against anyone who violates these policies regarding computer and network use including termination.

The Corporation may suspend computer and network privileges of any individual for any of these reasons or for concerns relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other members of the organization or property. Sanctions and termination of privileges are at the discretion of the Corporation board.