INTERNET ACCEPTABLE USE AND SAFETY POLICY
Arrowhead Economic Opportunity Agency

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Arrowhead Economic Opportunity Agency (AEOA) computer systems and acceptable and safe use of technology resources and the Internet.

AEOA provides its users with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities and increasing productivity to further the mission of AEOA.

LIMITED EDUCATIONAL PURPOSE

AEOA is providing users with access to various computer systems, which includes Internet access. The purpose of these systems is more specific than providing users with general access to the Internet. The systems have a limited educational purpose, which includes use of the system for classroom activities, lesson planning, educational research, and professional or career development activities. Employees are expected to use Internet access through AEOA systems to further educational and personal goals consistent with the mission of AEOA and agency policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network. Proper use of Internet access and electronic resources is the responsibility of the individual user.

GENERAL STATEMENT OF POLICY

It is the policy of Arrowhead Economic Opportunity Agency to:

1) Prevent user access to, or transmission of, inappropriate material via Internet or other forms of direct electronic communications
2) Prevent unauthorized access and other unlawful online activity
3) Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors
4) Comply with the Children’s Internet Protection Act

PERMITTED USE

The use of AEOA’s Internet service is intended primarily for business use.

Users may use AEOA’s Internet services for reasonably limited personal use. Staff may use the Internet on-site for personal use outside of work hours, and during normally scheduled breaks, provided these activities do not result in additional expenses for AEOA and do not interfere with AEOA business or staff performance, duties, or responsibilities. Personal use will be consistent with professional conduct and the Internet Acceptable Use and Safety Policy and is not permitted for outside personal business/employment activities. Staff should consult their supervisor regarding any questions on personal use issues.
UNACCEPTABLE USES

Unacceptable uses include, but are not limited to:

1) Employees will not use the system to access, review, upload, download, store, print, post, receive, transmit or distribute:
   a) pornographic, obscene or sexually explicit material or other visual depictions;
   b) material that is obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
   c) materials that use language or images that are inappropriate;
   d) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2) Employees will not use the system to engage in any illegal act or violate any local, state or federal statute or law.

3) The use of audio/video streaming from the Internet on AEOA computers is prohibited during regular normal business work hours, unless audio/video streaming is work related (ie: webinars, trainings, webcasts, etc.)

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to their Supervisor so they can properly document the inadvertent access.

LIMITED EXPECTATION OF PRIVACY

1) By authorizing use of the system, AEOA does not relinquish control over materials on the system or contained in files on the system. Employees should expect only limited privacy in the contents of personal files on agency systems.

2) Routine maintenance and monitoring of the system may lead to a discovery that a user has violated this policy, another agency policy, or the law.

3) An individual investigation or search will be conducted if agency authorities have a reasonable suspicion that the search will uncover a violation of law or agency policy.

4) AEOA users should be aware that data and other materials in files maintained on the agency systems may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act).

5) The agency will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with agency policies conducted through the agency systems.

FILTER AND BLOCKING

With respect to any of its computers with Internet access, AEOA monitors the online activities and employ’s technology protection measures (Internet filters and blocking) during any use of such computers by users (minors and adults). The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1) Obscene;
2) Pornographic including child pornography;
3) Harmful to minors
   a) the term “harmful to minors” means any picture, image, graphic image file, or other visual
      depiction that:
   b) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or
      excretion; or
   c) depicts, describes, or represents, in a patently offensive way with respect to what is suitable
      for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or
      perverted sexual acts, or a lewd exhibition of the genitals; and
   d) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet content that is blocked includes but is not limited to the following categories:

1) Adult Themes  
2) Lingerie/Bikini  
3) Pornography  
4) Nudity  
5) Sexuality  
6) Proxy/Anonymizer  
7) Tasteless  
8) Social Networking  
9) Dating  
10) Hate/Discrimination  
11) Phishing  
12) Radio  
13) Chat  
14) Movies  
15) Parked Domains  
16) Games

Even though AEOA uses technical means to limit Internet access, these limits do not provide a
foolproof means for enforcing the provisions of this policy. It is the responsibility of users to comply
with the Internet Acceptable Use and Safety Policy.

AEOA may provide override access or disable the technology protection measure, during use by an
adult, to enable access for bona fide research or other lawful purposes.

VIOLATION OF POLICY

The use of the AEOA systems and access to use of the Internet is a privilege, not a right. Depending
on the nature and degree of the violation, unacceptable use of the AEOA system or the Internet may
result in one or more of the following consequences:
   • Suspension or cancellation of use or access privileges
   • Payment for damages and repairs
   • Discipline under other appropriate agency policies, up to and including termination of
     employment or separation of agency contracts, agreements, or relationships
   • Civil or criminal liability under other applicable laws

Approved by AEOA Board of Executive Directors
June 30, 2009