

What To Know

ELECTRONICS POLICY

What to Include in Your Company's Electronics Communication Policy



OWNERSHIP – Employer's ownership of all computers, telephones, and other electronic equipment and thus its ownership of all communications generated by or through the use of such equipment.



PERMISSIBLE AND IMPERMISSIBLE USES – Employer's policy governing the activities for which employees may, and may not, use their computers, phones, and other equipment.



MONITORING AND SCREENING – Employer's right to monitor, track, reconstruct or screen the typed and spoken communications of employees while using the employer's equipment.



PRIVACY – The fact that no right of privacy applies to any communications made on company equipment.



MESSAGING PROTOCOLS – Employer's policy for what can, and cannot, be said on emails, instant messages, and other forms of electronic communications.



PROHIBITED CONDUCT – The kinds of activities that the employer strictly forbids on its electronic equipment.



SAVING AND DELETING – Employer's policy as to which kinds of emails or other communications should be saved or stored, and which should be deleted.



HACKING AND TAMPERING – Employer's policy against electronic trespassing, hacking into other persons' accounts and tampering with electronic equipment or systems.