

## **STOCKBRIDGE HOUSING AUTHORITY**

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### **INTERNET/EMAIL POLICY**

The Policy applies to computer use—email and internet—as well as any other communications transmission including but not limited to voice mail and facsimile transmissions. All transmission and access of information or materials is to be solely for company business. Stockbridge Housing Authority reserves the right to monitor all communications and access usage. All communications, information or materials received or sent via such resources must be transmitted, stored, and accessed in a manner that safeguards appropriate confidentiality.

Employee and others working for Stockbridge Housing Authority may not:

1. Under any circumstances transmit, access, or download offensive, fraudulent, or defamatory images or text, such as pornography or off-color jokes, or anything that may be construed as illegally harassing or offensive to others.
2. Transmit or download copyrighted images, games, or text belonging to third parties without the copyright-holder's permission.
3. Transmit Stockbridge Housing Authority, tenant, applicant, or employee information to third parties without the express permission of the Executive Director.
4. Download or open any file received from any source outside Stockbridge Housing Authority without first scanning the same for viruses using an approved virus-checking program.

Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

Adopted by the Board of Commissioners: October 4, 2005

