

ACCEPTABLE USE OF ELECTRONIC MAIL, THE INTERNET AND OTHER TECHNOLOGY

This policy outlines the acceptable use of the electronic communication tools owned, paid for, and/or operated by Adler.

Recent advances in electronic communications and information technologies present valuable opportunities for Adler. These technologies, when properly used, support our activities and enable us to better serve our students, staff, clients, and customers through closer and timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, Adler has made a substantial investment in its electronic communications and information systems. While Adler encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming Adler, the individual users of Adler's systems and others. This policy is intended to minimize the likelihood of such harm by educating users of Adler's electronic communication tools as to proper and improper usage of such tools and by setting forth the conditions that apply whenever Adler's electronic communication tools are being used.

This policy addresses the appropriate use of Adler's electronic "communication tools". These tools include, but are not limited to the following:

1. Telephones, pagers, cellular phones and voicemail facilities;
2. E-mail systems;
3. Fax machines, modems and servers;
4. Handheld devices, laptop and desktop computers;
5. Software licensed to Adler; and
6. All internal and external computer and communications networks (such as Internet browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from Adler's computer network.

Conditions of Access

Access to Adler's communication tools is provided in conjunction with Adler's business and the job responsibilities of everyone working on behalf of Adler. All use of Adler's communication tools is subject to this policy and to other Adler policies and procedures that may be implicated by such use. Adler's communication tools also may be made available to individuals who are not employees of Adler (e.g., students, customers, temporary employees, vendors and subcontractors). Such individuals' use of Adler's communication tools is also governed by this policy.

Communication tools and the data created, entered, received, stored, or transmitted by Adler's communication tools, including electronic files and messages, are Adler property and are subject to inspection by the University at all times. E-mail messages and other electronic files belong to Adler. Use

of Adler's communication tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

Acceptable Use

Adler's communication tools may be used to communicate internally with employees of Adler or externally with consultants, suppliers, vendors and other business relations and acquaintances. Adler provides electronic communication tools to facilitate business communications, enhance productivity and improve service. The Internet may be used for appropriate business uses such as: research, updates of business information or news, or for specifically approved projects.

As with the telephone, there may be occasion to use these facilities for appropriate personal purposes. Occasional, limited appropriate personal use of Adler's communication tools is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of Adler University business, consume significant resources or excessive time, give rise to more than nominal additional costs or interfere with the activities of other employees of Adler.

You have no expectation of privacy in connection with your use of Adler's electronic communication tools. By using these tools, you consent to monitoring of your use. All communications transmitted, received and/or stored using any of Adler's electronic communication tools are subject to being accessed and reviewed by Adler, regardless of the business or personal nature of the communication. Users should not assume that any such communications are private.

Unacceptable Use

Notwithstanding the limited personal use noted above, to further the goals of limiting liability and curbing unlawful or inappropriate behavior, the following uses of Adler's electronic communication tools are inappropriate in any context:

- Users should not monopolize Adler's electronic communication tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.
- Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.
- Users should not install any software products on or modify the operating characteristics of any computer system owned or operated by Adler without permission of the network administrator.
- In addition to the other restrictions and conditions discussed in this policy, Adler's communication tools shall not be used:
 - To engage in activities for personal financial gain (e.g., day trading, gambling);
 - To solicit others for activities or causes unrelated to the Adler's business;

- To disseminate or publish any defamatory, discriminatory or obscene material;
- To infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person's or entity's intellectual property rights (e.g., copyrights);
- To violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
- To violate, attempt to violate or aid in any way in the violation or attempted violation of any other law.

Adler shall not be responsible for any losses or damages resulting from or relating to any use of Adler's communication tools.

Unacceptable Content

Material that is or could reasonably be construed as harassing, offensive, embarrassing, sexually explicit, racially demeaning, profane, abusive, threatening, intimidating, pornographic, obscene, defamatory or otherwise unlawful or inappropriate may not be sent or received by, viewed or displayed on, copied to, stored in, accessed from or downloaded to Adler's communication tools. Users encountering or receiving this kind of material should not forward the material and should immediately bring the material to the attention of a supervisor. In addition, any user who believes Adler's communication tools are being used in a manner which violates either this policy or Adler's policies prohibiting harassment should immediately report the matter pursuant to the requirements below and pursuant to Adler's anti-harassment policy. It is the responsibility of all users of Adler's communication tools to see that these tools are used in an appropriate manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexual, racial, ethnic or religious slurs, drawings, cartoons or jokes
- Pornographic or sexually explicit language or material
- Unwelcome propositions, requests for dates or love letters
- Any message that could reasonably be construed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, sexual orientation, or other status protected by law
- Any other material which is inappropriate for a business environment

Even personal e-mail, Internet visits, and voicemail messages may be accessed by Adler's management without notice. To ensure the lawful use of Adler's communication tools under this policy, Adler reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Users should not assume that any such usage or communications are private.

Transmitting Confidential Information

In recognition of the significant responsibility of protecting confidential or sensitive information, Adler's communication tools, especially its e-mail system, should not be used to transmit confidential communications.

Keep in mind that deleting e-mail does not necessarily remove the e-mail from the system. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved. Accordingly, extreme care must be taken when using e-mail to transmit confidential or sensitive communications, even internally.

All users are required to use good business judgment to safeguard Adler University information and to protect against inadvertent disclosure of confidential or sensitive information in situations where there is a need to communicate such information electronically. Failure to exercise an appropriate level of care when transmitting confidential information electronically is a violation of this policy and may result in discipline up to and including discharge.

Etiquette and the University Representation

E-mail and voicemail messages reflect Adler's image. Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Adler letterhead. Inappropriate use of Adler's facilities may damage the Adler's reputation and could give rise to Adler and individual liabilities. Accordingly, every effort must be made to be professional in all usage of Adler's communication tools. In addition, employees using Adler's electronic communication tools should be aware that materials created and stored on the Adler's network systems may constitute public records subject to disclosure under the Illinois Freedom of Information Act.

Limits of Privacy

Because communication tools are provided for Adler's business purposes, employees using Adler's communication tools have no expectation that any information transmitted over Adler's facilities or stored in Adler's computers, even deleted information, is or will remain private. These systems are owned and/or controlled by Adler and are accessible at all times by Adler without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. Adler has Online passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user. To protect the integrity and security of the computer system, though, employees should not share passwords with other individuals.

Adler permits limited personal use of its communication tools as set forth herein with the express understanding that it reserves the right to review employee use of and to inspect all material created

by or stored on these communication tools. It is essential that Adler be able to ensure that its communication tools, which are provided primarily for Adler's business purposes, are being used in a proper manner consistent with this policy. For this reason, Adler reserves the right to monitor, search, retrieve and/or read any and all aspects of its electronic communication and network systems. Use of Adler's communication tools constitutes each employee's permission for Adler to monitor communications and to access files that are made on or with these communication tools.

Viruses

Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking responsible precautions to ensure he or she does not introduce viruses into Adler's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Adler must be scanned for viruses and other destructive programs before being placed onto Adler's network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to Adler's network must be scanned for viruses.

Regulation and Enforcement

Misuse of any of Adler's communication tools or violations of this policy may result in disciplinary action, including suspension of privileges to users, or termination of employment. Criminal or civil action may result in appropriate instances. If an individual believes that he or she has been harassed or discriminated against in violation of this policy, the individual should follow the complaint procedure outlined in Adler's EEO and Anti-Harassment Policy. Any questions regarding use of Adler's communication tools should be directed to HR.