
INFORMATION TECHNOLOGY POLICY

Computers, computer files, the e-mail system, and software furnished to employees are Hannibal Housing Authority property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. Any violation of this policy will be grounds for disciplinary action. Any questions about this policy should be addressed to the immediate supervisor or Executive Director.

The e-mail system is the property of the Hannibal Housing Authority. It has been provided for use in conducting the agency's business. All communications and information transmitted by, received from, or stored in the system are company records and property of the Housing Authority. The e-mail system is to be used for agency business purposes with limited personal usage.

User ID's and assigned to an employee should only be used by that employee. Passwords for any HUD, REAC, LOCCS, PIC or any other related program should not be shared with anyone. If an employee feels one or more of their passwords has been compromised, they should notify the Executive Director immediately.

Hannibal Housing Authority prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Hannibal Housing Authority prohibits employees and anyone else using housing authority computers from downloading any music, movies or other copyrighted material.

Employees have no right of personal privacy in any matter stored in, created, received or sent over the Housing Authority e-mail system. The Hannibal Housing Authority, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent over the Housing Authority e-mail system, for any reason without permission of any employee.

The Housing Authority's policies against sexual and other harassment apply fully to the e-mail system, and any violation of those policies will be grounds for disciplinary action.

Any and all the above may be waived by the Executive Director as needed or as the Director deems appropriate.