



Policy for Acceptable Use of Information Technology

1. Overview

Ameritex Machine & Fabrication is committed to free and open inquiry and discussion, fair allocation of AMTX resources, and the provision of a working environment free of needless disruption. To advance these goals, AMTX has adopted policies on computer usage. Most of these policies follow from existing regulations, agreements, laws, and/or policies.

2. Objective / Purpose

This document has two purposes: to prohibit certain unacceptable uses of AMTX's computers and network facilities, and to educate users about their individual responsibilities.

3. Scope

This policy covers all computers owned or administered by any part of Ameritex Machine & Fabrication or connected to AMTX's communication facilities, including departmental computers and personally owned computers, and also AMTX's computer network facilities accessed by anyone from anywhere.

4. Policy

- 4.1 No one shall use any AMTX computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt unauthorized use, of any of AMTX's computers or network facilities.
- 4.2 No one shall knowingly endanger the security of any AMTX computer or network facility, nor willfully interfere with others' authorized computer usage.
- 4.3 No one shall use AMTX's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere.
- 4.4 No one shall connect any computer to any of AMTX's networks unless it is specifically authorized and meets technical and security standards set by AMTX administration.
- 4.5 All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.
- 4.6 No one without specific authorization shall use any AMTX computer or network facility for non-AMTX business.

- 4.7 No one shall give any password for any AMTX computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer or network is authorized to issue passwords for that computer or network.
- 4.8 No one shall misrepresent his or her identity or relationship to AMTX when obtaining or using AMTX computer or network privileges.
- 4.9 No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts.
- 4.10 No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, or any other electronic media.
- 4.11 No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," malware, or other surreptitiously destructive program on any AMTX computer or network facility, regardless of whether any demonstrable harm results.
- 4.12 No one without proper authorization shall modify or reconfigure any AMTX computer or network facility.
- 4.13 No one shall store confidential information in computers or transmit confidential information over AMTX networks without protecting the information appropriately.
- 4.14 Users shall take full responsibility for data that they store in AMTX computers and transmit through network facilities. No one shall use AMTX computers or network facilities to store or transmit data in ways that are prohibited by law or AMTX policy. Users shall not transmit any communications that are harassing or discriminatory as outlined in AMTX's Non-Discrimination and Anti-Harassment Policy.
- 4.15 Users of AMTX computers shall take full responsibility for and comply with the regulations and policies of mailing lists, social media sites, and other public forums through which they disseminate messages.
- 4.16 All data residing on and accessed by AMTX computers, networks, and systems shall be accessible by AMTX administrators. Data on any AMTX computer, network, or server may be directly or indirectly accessed, monitored, created, deleted, copied, or modified by AMTX administrators without notice to AMTX users. Direct or indirect access to any data on or accessed by AMTX computers, networks, or systems shall not be kept from AMTX administrators.

- 4.17 System administrators shall perform their duties fairly, in cooperation with the user community, the appropriate AMTX administration, AMTX policies, and funding sources. System administrators shall respect the privacy of users as far as possible and shall refer all disciplinary matters and legal matters to appropriate authorities.
- 4.18 Email and other electronic messaging technologies are intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. No one without prior authorization shall use AMTX facilities to distribute spam messages--the same or substantially the same e-mail message to more than one person without prior evidence that they wish to receive it.
- 4.19 AMTX reserves the right to discard incoming mass mailings and spam without notifying the sender or intended recipient.
- 4.20 For its own protection, AMTX reserves the right to monitor and block communications from sites or systems that are involved in extensive spamming; dangerous, illegal, or malicious activity; inappropriate content; facilitating distraction; burdening network resources; or other disruptive practices, even though this may leave AMTX computer users unable to communicate with those sites or systems. This policy may be administered to all AMTX networks, AMTX technology, or AMTX users on a general or specific level.

5. Enforcement and Implementation

5.1 Roles and Responsibilities

- 5.1.1 Each AMTX department/unit is responsible for implementing, reviewing and monitoring internal policies, practices, etc. to assure compliance with the AMTX Acceptable Use of IT Policy.
- 5.1.2 Each user is responsible for the equipment assigned to them. This includes proper use according to the Acceptable Use of IT policy.
- 5.1.3 All users and employees are to immediately report any damage, defect, loss, theft, or degradation of performance that may occur to any AMTX technology and property. This applies to all property and technology, even if the asset is assigned to another user.
- 5.1.4 The Office of the IT Director is responsible for enforcing this policy and is authorized to create technical and security standards for AMTX computing and network facilities and protection standards for information stored or transmitted by AMTX computing and network facilities.

5.2 Consequences and Sanctions

- 5.2.1 Violations of these policies may incur the same types of disciplinary measures and consequences as violations of other AMTX policies, including progressive discipline up to and including termination of employment. In some cases, violations of this policy may also be violations of state and federal laws, and consequences may include criminal prosecution.
- 5.2.2 Systems and accounts that are found to be in violation of this policy may be removed from the AMTX network, disabled, etc. as appropriate until the systems or accounts can comply with this policy.

6. Definitions

- 6.1 AMTX computers, technology, and network facilities - all computers owned or administered by any part of Ameritex Machine & Fabrication or connected to AMTX's communication facilities, including departmental computers, and also all of AMTX's computer network facilities accessed by anyone from anywhere.
- 6.2 Authorization - permission granted by the appropriate part of AMTX's governance and/or management structure, depending on the particular computers and/or network facilities involved and the way they are administered.

Acceptance of IT Policy and Responsibility

_____ I understand and will adhere to the Ameritex Machine & Fabrication LLC Acceptable Use of IT Policy.

_____ I understand that I am the responsible caretaker and custodian of the Ameritex Machine & Fabrication LLC technology and property assigned to me.

_____ I understand that this policy is subject to revisions and will review these revisions as published.

Signature

Printed Name

Date