

NEVADA LEGAL SERVICES, INC.

COMPUTER USE POLICY

February 2004

Internet access at any computer owned/operated by NEVADA LEGAL SERVICES, INC. is intended to be used exclusively in accordance with these rules. Your signature below indicates that you have read, understand and accept these provisions. Unauthorized use is a violation of the NLS Personnel Manual and grounds for discipline including termination of employment.

OWNERSHIP AND CONTROL: All electronic machinery, including stand-alone and networked computer systems and all software including email and internet access to websites by NLS employees or those otherwise authorized is the sole and exclusive property of NLS. Any product including websites, emails, and documents of any sort produced by any software by the use of this technology is the sole and exclusive property of NLS and not of the employee or user involved. NLS reserves the right to access, review, record and edit any and all such material. Such material can be used by NLS without reservation that might be claimed by the NLS employee or person otherwise authorized for any purpose including, but not limited to establishment of liability and employee discipline/termination.

All equipment and materials described above are provided primarily for the business purposes of NLS and not the personal use of employees or others users. Occasional personal use is permitted within the other rules established by these policies. NLS reserves the right to further limit/regulate such non-business uses as it sees fit. Any significant non-business use must be agreed to by the Directing Attorney of the NLS Office involved and subject to the final decision of the NLS Executive Director

INTERNET ACCESS: Websites, "chat rooms", instant messaging and similar technologies shall not be accessed which are prohibited by federal or state law. Access to all sites relating to pornography, sexual offerings and gambling is also prohibited. One-time accidental access is excused; however, any repeated access is prohibited.

EMAIL USE: No email may be sent which violates federal or state law, including but not limited to, to communications reasonably interpreted as discriminatory, harassing or in violation of regulations/policies of the Legal Services Corporation. Limited personal use of email system is not prohibited unless it is excessive in the discretion of NLS management or otherwise violates provisions of this policy. Any extensive or prolonged personal use of email must be authorized by the NLS Directing Attorney subject to the final review by the NLS Executive Director.

SECURITY SYSTEMS: No actions may be initiated which would compromise or circumvent the security systems in place including sharing of logon information.

SYSTEM PROTECTION: Launching any computer "worm", computer virus or other rogue programs is prohibited by any NLS employee or anyone else assisted by an NLS employee. Any presence of such system threat must be reported immediately to the NLS Directing Attorney who shall investigate and consult with the NLS Technology Coordinator for protective and remedial measures. The NLS Executive Director shall be informed of any such occurrences by the Technology Coordinator.

SOFTWARE AND ALL DOWNLOAD MATERIAL: No software provided by NLS may be deleted from and no software not provided by NLS may be installed on any electronic property described above without the express consent of the Directing Attorney of the NLS office involved in consultation with the NLS Technology Coordinator and is subject to the final decision of the NLS Executive Director.

WEBSITE ACCESS: Any website posted by NLS shall be controlled by the NLS Technology Coordinator who is responsible to the NLS Executive Director. No additions, deletions or alterations to any such website shall be made by anyone not specifically authorized by the NLS Technology Coordinator and any NLS employee aware of such action will report it immediately to the NLS Technology Coordinator.

VIOLATIONS: Any disregard of the policies described above shall be considered as violations of the "Employment Standards" provisions of the NLS Personnel Manual and shall be grounds for discipline including termination of employment.

IMPLEMENTATION POLICIES AND PROCEDURES: These policies shall be agreed to by all NLS employees and contractors/volunteers (with access to technology systems covered) by signature below. NLS reserves the right to make minor changes and issue implementation procedures to these policies with written notice to those to whom the measures apply but without the re-execution of this document.

READ AND AGREED TO BY: _____ . DATE: _____