

5 INSTANT MESSAGING POLICY

GUIDELINES FOR INSTANT MESSAGING USE

- Employees are permitted use of Instant Messaging (IM) for business related work only.
- Accessing, contributing and downloading of pirated software such as application, music, games, movies, etc. is prohibited.
- File transfers are not supported.
- Use of offensive language and/or derogatory comments to any individual or group is prohibited.
- Northern Oklahoma College will log IM traffic per the Records Management Policy. The retention period will be modeled after email. This information can be used to take disciplinary action against employees who have misused the facilities.