

PINE TREE LEGAL ASSISTANCE TECHNOLOGY USE POLICY

I. VOICEMAIL AND E-MAIL

Staff are responsible for checking and responding to voicemail and e-mail messages regularly. In general, communications through either of these systems should be checked at least daily. If you're not going to receive voicemail messages for longer than three days, you should leave a message to that effect on your voicemail. Voicemail and e-mail communications should be acknowledged and responded to as any other written communication or phone message.

Staff should not make any communication using the voicemail or e-mail system that shouldn't be made in a letter or memorandum. Each of these systems presents its own opportunities for humor. However, sometimes things that seem funny at the time appear cruel or otherwise objectionable when received in an e-mail or a voicemail message. Please be aware of this and try to avoid humor that may cause hurt feelings. Do not use program email to transmit/disseminate material that would be viewed as offensive by a different audience.

E-mail is confidential. You should not read other people's e-mail without their permission.

II. USE OF THE INTERNET

The program's connection to the Internet exists to assist us in our legal work, contacts with funders, research, e-mail, etc. Except as provided in Section IV of this policy, all Internet usage should be work-related.

Please keep in mind that Internet use is traceable. No staff person should use program equipment for purposes prohibited by law or program policies or that could not be reasonably explained to persons outside the program. The burden of responsibility is on the employee to inquire as to acceptable and unacceptable uses prior to use. Compliance with acceptable use restrictions is mandatory.

III. OWNERSHIP OF PROGRAM EQUIPMENT AND TECHNOLOGY

All computers, computer software, telephone systems, fax machines, copier machines, voicemail systems, e-mail systems, and Internet access systems within the Pine Tree offices are the sole property of Pine Tree. In order to assure that the primary use of

these systems is the provision of legal services to the poor in compliance with program policies, program priorities, and program grant requirements, Pine Tree has the right to monitor and control the use of all its property, equipment, and systems. No individual staff member has any proprietary or confidential interest in any materials stored or copied in any office files or systems, including voicemail and e-mail. Any material in any Pine Tree system may be monitored, copied, or purged by the program management at any time.

IV. PERSONAL USE OF PROGRAM EQUIPMENT AND TECHNOLOGY

Employees are permitted reasonable personal use of program equipment and telephones provided that this usage is de minimis and: (A) this use occurs on that staff person's personal time; (B) the staff person reimburses the program for any direct costs associated with the use; (C) this use doesn't interfere or conflict with Pine Tree's programmatic use of the property, equipment, or system. Use of Pine Tree equipment and technology that would reflect poorly on Pine Tree is not acceptable under any circumstances.

It is good cause for immediate dismissal if an employee uses program equipment and technology for (1) any purpose which violates a U.S. or State law, or (2) access to and distribution of indecent or obscene material or child pornography.

V. USE OF MOBILE TELEPHONES

Pine Tree owns a limited number of cellular telephones for the use of its staff working away from the office, in order to address potential safety concerns of those staff and to allow work-related communications.

For safety reasons, in no event are cellular telephones (whether they belong to Pine Tree or to the employee) to be used while the employee is driving a motor vehicle in connection with work at/for Pine Tree. An employee should pull over and stop the car if he or she needs to take/make a phone call on a cellular phone in connection with their work.

When absolutely necessary, brief personal calls on Pine Tree cellular telephones are allowed, but additional charges for incoming or outgoing personal calls will be passed along to the employee, consistent with Section IV above.