

Gannett Co. Acceptable Use Policy (covers employees of The Des Moines Register)

1. Everyone needs to understand what is expected when using company electronic systems and data. This includes understanding acceptable use of electronic communications such as e-mail and the Internet; understanding your responsibilities regarding the use of Gannett confidential information; understanding your responsibility for using only authorized and licensed software. Some important items follow. This list is not intended to be all-inclusive, but is meant to serve as a guideline.
 - a. Gannett electronic systems and data are the property of Gannett and are to be used for business purposes. Personal use of company electronic communications systems must be minimal, and should not disrupt business activity. Employees are responsible for exercising good judgment regarding appropriate personal use of company technology resources.
 - b. It is important to understand that employees who use the company electronic systems do so without the expectation of privacy, as use may be monitored by authorized personnel at the discretion of the company.
 - c. Using company electronic systems to engage in harassment, defamation, disclosure of confidential or proprietary information or any other illegal or inappropriate activity is prohibited.
 - d. All computing devices must be secured when unattended. Although most computers will automatically require that you reenter your user name and password after 15 minutes, lock your computer screen if you are stepping away. This can be done by using the ctrl-alt-del keys. Before leaving for the day or if you will be away for an extended period of time, logoff and shutdown your computer.
 - e. Company electronic communications systems must not be used to send or gain access to information inappropriate to the business environment, personal or group communications of causes or opinions, personal mass mailings, chain letters, similar misuse, or matters not connected to the company business.
 - f. Appropriate care must be used to ensure the accuracy and appropriateness of messages sent through e-mail, voice mail, instant messaging or other electronic communication systems.
 - g. E-mail, voice mail, instant messaging and other electronic communications no longer needed for business purposes should be deleted to protect the integrity of data and provide for efficient use of company resources.
 - h. Personal Weblogs (blogs) that are posted on the Company's Internet or Intranet sites must plainly identify the author and also clearly state that opinions expressed are the employee's own and not the Company's.
 - i. Gannett licenses the use of computer software from a variety of outside companies and, unless authorized by the software dealer, does not have the right to reproduce it, except for backup purposes. Check with IT to see whether you can legally copy software for travel or work at home. Unauthorized copying of software from the Internet is strictly prohibited.