

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

In Re:

Administrative Order  
# 2001-2

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Telephone and Internet  
Policy and Guidelines

ORDER

AND NOW, this 20<sup>th</sup> day of July, 2001, The United States Bankruptcy Court, Western District of Pennsylvania adopts the attached "Telephone and Internet Policy and Guidelines." These guidelines shall be followed by court employees and other parties authorized to use the court's computers, data communications network, and other information technology systems and devices.

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/S/  
Judith K. Fitzgerald, Chief Judge

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/S/  
Bernard Markovitz, Bankruptcy Judge

\_\_\_\_\_  
/S/  
M. Bruce McCullough, Bankruptcy Judge

\_\_\_\_\_  
/S/  
Joseph L. Cosetti, Bankruptcy Judge

\_\_\_\_\_  
/S/  
Warren W. Bentz, Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

TELEPHONE AND INTERNET POLICY AND GUIDELINES

June 14, 2001 Revised 7/20/01

A. The purpose of this Policy is to avoid, in the use of the communications systems:

1. Illegal acts, both civil and criminal,
2. Compromise of the security of the information systems,
3. Excessive personal use of employer equipment and services, and
4. Embarrassment to the judicial system.

B. The employee's good judgment in use of the judiciary's information systems is expected.

C. The following Guidelines are established to implement the above Policy:

1. Employees shall not use the Internet to log onto, transmit or download video, graphic, or audio files for personal purposes, without the express consent of the Clerk.
2. Computers, telephones and Internet access are property of the employer; the employee has no right of privacy in their use.
3. An employee must shut down his or her computer if it is to be left unattended in a location where it may be accessed by unauthorized persons, or at the end of a work shift.
4. An employee should use caution in opening any email attachment, or in downloading any file, to guard against viruses, and shall not check personal email accounts because of the severe virus risk.
5. Employee passwords shall be confidential and shall not be shared or disclosed, except as between the employee and his or her supervisor or the systems department.
6. Personal telephone and Internet use on employer time shall be kept within reasonable limits.
7. Discovery of a virus shall be immediately reported to the employee's supervisor or the systems department.
8. An employee shall not install personal software or commercial or freeware software on a court-owned PC, nor post an unauthorized home page or similar web site.

9. Dissemination of large messages to numerous persons may degrade the system and discretion should be exercised.
10. Employees shall not play computer games on employer equipment.
11. Employees shall not use employer communication systems to receive or transmit obscene, sexually explicit, or harassing materials.
12. Violation of these Policies and Guidelines may result in disciplinary action including termination.

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Employee/Intern Signature

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Date

NO LONGER IN EFFECT