In order to promote standardization and equity among team members; improve our customer’s perceptions, and to comply with the Montana Board of Regents of Higher Education Policy and Procedure Manual, Policies 1303.2 and 1303.3, the following policies are effective immediately.

- **Montana University System owned computers are for official use only.** Computers are not to be used for activities unrelated to an employee’s job duties.

- **Montana University System provided Internet, intranet, and related access services are not to be used for activities unrelated to an employees assigned job.**
  - E-mail systems are for official e-mail only.
  - Game playing and downloading of game software is prohibited.

- **Montana University System provided Internet access may be monitored for investigation of suspected abuse.**

- **Copies of messages created, sent, or received by Montana University System employees using Montana University System e-mail systems, when stored on Montana University System owned equipment, are property of the Montana University System.**

Samuel A. Levis
Custodial Services Supervisor