

POLICY ITP-23-2. Instant Messaging Policy

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Subject:	Instant Messaging Policy				

1.0 PURPOSE

This policy defines the organization's position on employee use of instant messaging (IM) technology.

2.0 SCOPE

The policy applies to all technologies used to send messages in real time to other employees or to persons outside the organization.

3.0 POLICY

As instant messaging (IM) is a communication medium that is covered under the general message retention requirements of the organization, the following guidelines have been established to protect both the company and the employee using IM:

- A. Use of IM is governed by the company's Internet Use policy.
- B. Employees must be specifically authorized to use IM.
- C. Only company approved IM software can be used. Employees found using personal IM accounts on company equipment are subject to termination.
- D. Employees will be assigned a unique IM identifier (also known as a nickname or handle) by the company. This identifier belongs to the company and its use by the employee is terminated when the employee leaves the company.
- E. Company business cannot be conducted from non-company IM accounts.
- F. The message retention policy in place for email messages is to be followed for storing IM messages.

4.0 REVISION HISTORY

Date	Revision #	Description of Change
03/18/13	1.0	Initial creation.

Revision #:	1.0	Supersedes:	N/A	Date:	03/18/13
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5.0 INQUIRIES

Direct inquiries about this policy to:

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