

**RESOLUTION OF THE  
WHITE MOUNTAIN APACHE TRIBE OF THE  
FORT APACHE INDIAN RESERVATION**

**WHEREAS**, by previous Resolution No. 01-99-20, the Tribal Council established the Tribal Telecommunications Committee to address the telecommunications concerns of the Tribe and to advise and make recommendations to the Tribal Council; and

**WHEREAS**, the Telecommunications Committee has been meeting monthly to discuss these issues; and

**WHEREAS**, the Committee has prepared and presented to the Tribal Council for review, Internet Use Policies and Procedures for inclusion in the Tribal Personnel Policies and Procedures; and

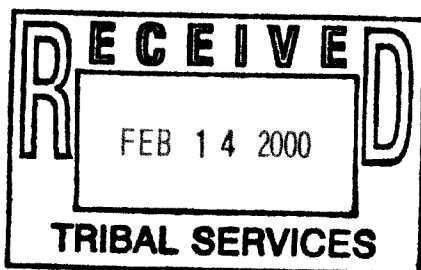
**WHEREAS**, the Tribal Council has reviewed the Internet Use Policies and Procedures presented by the Telecommunications Committee and concludes that it would be in the best interest of the Tribe to adopt these policies and procedures.

**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby approves the Internet Use Policies and Procedures, attached herein, for immediate adoption into the Tribal Personnel Policies and Procedures.

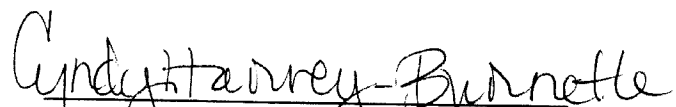
**BE IT FURTHER RESOLVED** by the Tribal Council by the Tribal Council of the White Mountain Apache Tribe that it directs the Human Resources Director to notify all affected Tribal Enterprises and Department of the amendment to the Personnel Policies and Procedures approved herein, adopting the Internet Use Policies and Procedures, and to further provide a copy of the policy to all Tribal Departments and Enterprises.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it directs all department and enterprise managers to distribute a copy of these policies to employees who have access to the Internet, obtain the employee's signature on the policies and forward the signed document to the Human Resources Department for inclusion in the employee's personnel file.

The foregoing resolution was on January 11, 2000, duly adopted by a vote of SIX for and ZERO against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article IV, Section 1 (a), (h), (i) (t) and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).



  
Chairman of the Tribal Council

  
Secretary of the Tribal Council

# White Mountain Apache Tribe

## POLICIES AND PROCEDURES

### Internet Use

#### INTRODUCTION

The White Mountain Apache Tribe provides designated employees access to the vast information resources of the Internet for the purpose of increasing productivity for business purposes, including communicating with customers, suppliers and colleagues, and carrying out research. While the Internet can help you do your job more efficiently, it can also be misused. Such misuse can waste time and potentially violate regulations, policies, and laws, including copyrights laws, which could result in personal liability. This policy is designed to help you understand the requirements and expectations for the use of this resource.

#### PURPOSE

It is the policy of the White Mountain Apache Tribe to maintain a professional work environment and maintain compliance with Tribal and applicable federal law. This Internet Use Policy is established under the Tribal Personnel Policies and Procedures Manual to govern all use of Tribal equipment and employee conduct in accessing the Internet. In addition to this policy, other existing laws and policies apply to Internet use, including Tribal personnel policies, and laws and policies dealing with intellectual property protection, use of Tribal resources, sexual harassment, data security, and confidentiality.

#### DEFINITIONS

For the purpose of this Policy:

1. "Internet" means the World Wide Web, internet, intra-net, or other electronic medium to access or transmit electronic data, or to send or receive electronic mail communications.
2. "Employee" means any employee or agent of the Tribe, or any other person authorized to access the Internet through Tribal equipment.

#### PROCEDURE

The following procedures are required for employees accessing the Internet on Tribal equipment:

1. Employees must identify themselves accurately and completely when corresponding or participating in interactive Internet activities.

2. Employees must obtain prior permission from the Tribe's Management Information Systems ("MIS") Department before downloading any software from the Internet.
3. Employees must delete any offensive or obscene electronic mail or other such material received or encountered on the Internet. Such material must not be forwarded, downloaded, printed or saved.
4. Employees who encounter offensive or obscene e-mail or material, or who receive electronic mail from unknown individuals must notify the MIS Department.
5. As with personal telephone calls, employees are expected to keep personal Internet use to an absolute minimum, and only in compliance with Tribal personnel policies and supervisory work guidelines.
6. Please contact the MIS Department with any questions you may have concerning permissible uses of Internet resources—and please take care to protect Tribal equipment from computer viruses.

### PRIVACY AND CONFIDENTIALITY

Employees are prohibited from intercepting or accessing electronic mail or information intended for other employees; however, employees should not have any expectation of privacy as to their own Internet use—including the use of electronic mail. Internet use is monitored and the Tribe inspects all the files stored on Tribal resources. The Tribe's Internet provider also monitors websites and reports any misuse.

### PROHIBITED ACTIVITIES

The following acts constitute a violation of this Policy and are prohibited:

1. Use of Tribal computer equipment or Internet lines to view, display, generate, store, distribute, edit, access, record, copy or print vulgar, obscene, or offensive material.
2. Use of Tribal equipment or Internet access to harass, annoy, or disrupt the work performance of others.
3. Use of profanity or sexually-oriented language.
4. Knowingly downloading or distributing any licensed or copyrighted material in violation of any copyright laws, or downloading any files, or software, without lawful purchase and prior consent from the MIS Department.
5. Sending unsolicited mass electronic mail.
6. Releasing or disseminating Tribal information through the Internet, except to those persons authorized to receive such information.
7. Excessive personal use of Internet resources.
8. Propagating any virus, worm, Trojan horse, trap-door, or back-door program code or to knowingly disable or overload any computer system, or network.
9. Intercepting electronic mail or data intended for another user or circumventing any system intended to protect the security of another user.
10. Using Internet access or computing resources to knowingly violate any tribal or federal laws.

11. Using Internet access or computing resources for personal purchases or personal on-line shopping.

## CONCLUSION

A good way to determine if Internet use is appropriate is to ask:

1. "Is my Internet use work related?"
2. "Would I be doing, or continue to do this same activity with my Supervisor watching?"

The following are a few pertinent observations.

*Don't do anything with the Tribal Internet access that would otherwise be considered illegal or inappropriate. Downloading erotica, playing games, using chat rooms, and sending non-Tribal business mailings, are obvious examples.*

*Don't waste the Tribe's time. There are plenty of fascinating sites to explore but time should be spent conducting business.*

**I have read the foregoing Internet-Use Policy and agree to abide by the terms therein. I further understand that if found in violation of any portion of these policies, I will be personally liable for any consequences resulting from misuse and will be subject to disciplinary action, including possible termination from employment.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date