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OLIVER RUDY LAW BUILDING

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Policy Relating to the Use of the Internet

Internet Access Services

Rudy, Coyner & Associates, PLLC (the “Firm”) provides access to the Internet from the desk-top. This policy statement sets forth the Firm’s policies with respect to acceptable use of any Firm-provided Internet access resources including personal computers, e-mail, browser software and communications lines to the Internet.

Appropriate Use of Internet Access

Business Use

The Firm’s Internet access resources are, like other resources of the Firm, first and foremost made available for Firm-related business. They can be used for work on client matters, practice and business development, associated research and other Firm matters.

Personal Use

Personal use of the Firm’s Internet access resources is permitted subject to this policy and subject to the discretion of any supervising attorney. Firm-related uses have priority at all times and such personal use shall be strictly limited to breaks and periods when the Firm is not compensating the employee for their time.

Permitted Uses

Downloading of Text and Other Non-Executable Files

For Firm-related business, users, in their discretion, may download text and other non-executable files.

For personal use, users should

* Attempt, where possible, to determine the size of a file before downloading and avoid downloading audio, video or graphics files, or any other files that are in excess of twenty pages.
* Not print out large files (exceeding 5 pages for personal use)

Interactive Sites

Users of the Internet may need to access Web sites or other Internet locations that require user registration or for which a charge is imposed. Users also may need to access or upload information to other interactive sites, such as bulletin boards or private or public chat rooms. Registration using a Firm e-mail address is permitted for only Firm business.

Prohibited Uses

* Internet access from the Firm is prohibited for objectionable activity such as the access of adult web sites, gambling sites, illegal downloadable files, or any other illegal purposes, and for conducting any ongoing non-Firm business activity. The Firm shall have sole discretion is what is considered objectionable employee activity.

Confidentiality Considerations

Disclosure of user information is inherent in Internet usage.  Users should be aware that they may be inadvertently disclosing confidential information about themselves and the Firm to Web site operators or third parties. Firm information should be kept confidential at all times.

Privacy

Consistent with the tradition of the Firm, we respect the privacy of all users of the Firm’s Internet access resources.  Personnel at the Firm do not routinely monitor users in their Internet-related activities. Nevertheless, all users are put on notice that the Firm tracks Internet usage and is aware of which sites are visited by which users.

Accordingly, no user of the Firm’s Internet access resources has (or should expect to have) any expectation of privacy. Whether for the purposes of managing those resources and traffic flow, assuring system security, verifying and ensuring compliance of all persons with Firm policies or applicable law, or for any other reason, the Firm specifically reserves the right (from time-to-time or at any time), to intercept, divert, discard, access or review any Internet communication, other electronic communications or file, or any contents of such communication, or any other information created on, transmitted over or stored in Firm or service provider facilities, whether incoming or outbound, and whether at the time of transit or thereafter.

The Firm also reserves the right to disclose to other persons or otherwise use the contents of any Internet communication or any other electronic communications or file for any of the foregoing purposes, as well as for the purposes of complying with or assisting law enforcement officials or legal authorities who may, by subpoena, search warrant or otherwise, seek review of such communications, or for the purposes of litigation or other legal proceedings.

**I have read the foregoing policy relating to usage of the Internet and agree to its terms and conditions.**

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**Signature Date**

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**Printed Name**