

## Memorandum

**To:** All Employees of Central Arizona College

**From:** Jim Kimsey, Vice-President  
Human Resources

**Subject:** Email usage – ARS 38-448

Attached is Arizona Revised Statute 38-448 that was passed during the 2003 legislative session. When reading ARS 38-448 you will note that the definition of Agency includes community colleges.

You are being asked to read this memo, read the attached law, and sign below indicating you have read and understand the contents. This memo with your signature **MUST** be returned to the Office of Human Resources within one week.

ARS 38-448 § A. states "...an employee of an agency shall not knowingly use agency owned or agency leased computer equipment to access, download, print or store any information infrastructure files or services that depict nudity, sexual activity, sexual excitement or ultimate sexual acts as defined in section 13-3501...

ARS 38-448 §B. states "An employee who violates this section performs an act that is cause for discipline or dismissal of the employee..."

Effective immediately and in consideration of the above referenced statute, there is zero tolerance for misuse of College owned computer equipment, email or Internet services. Please refer to CAC Policy 515 – Computer and Network Use - should you have any questions about appropriate use of College computer equipment, email or Internet services. Use of College computer equipment, email and Internet services are for the express business of the College and not for personal use.

Reports of inappropriate use of computers, email and/or Internet services will be investigated fully. Infractions will be met with discipline up to and including termination of employment.

Should you have any questions regarding CAC 515 or the attached law, do not hesitate to contact Human Resources at 494-5210.

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Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature