

## **4.7 Document for Analysis**

To: All Employees  
From: Sybil Montrose <[smontrose@syracuse.com](mailto:smontrose@syracuse.com)>  
Cc:  
Subject: Implementing Revised E-Mail and Internet Policy  
Attached: Revised E-Mail and Internet Policy

Effective immediately, we will be implementing a revised policy regarding e-mail and Internet use. This policy allows you to continue using e-mail and the Internet for work-related business and for essential personal messages.

Our IT managers, however, tell me that our bandwidth has been seriously compromised as a result of employee gaming, blogging, shopping, chatting, and downloading of streaming video. These activities are definitely not work related.

We would like very much to continue to offer the privilege of e-mail use to employees for limited personal messages. To retain that privilege and to be sure you can download your work-related documents and messages quickly, please do not use company computers or bandwidth for anything other than necessary work tasks.

Attached is our Revised E-Mail and Internet Policy. Please read it carefully and return the signature form by March 1 so that we can continue to offer e-mail privileges to all employees.

Your name and contact information