



**Albany Mutual  
Telephone**

# Internet Acceptable Use Policy

Please complete necessary fields and return to Albany Mutual Telephone by mail at PO Box 570 Albany, MN 56307 or by fax to 320.845.7000. If you have any questions please do not hesitate to call 320.845.2101.

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## [Internet Access Acceptable Use Policy](#)

### **Introduction**

The Albany Mutual Telephone Internet Acceptable Use Policy is to protect Albany Mutual Telephone, its subscribers and the Internet community in general from irresponsible or, in some cases, illegal activities. All Albany Mutual Telephone subscribers must adhere to these guidelines. Albany Mutual Telephone hopes and expects that common sense and good judgment will guide our subscribers' Internet activities.

I agree to follow the rules of any connected networks if and when using those networks. I recognize that Albany Mutual Telephone offers no guarantee or warranty on the performance of its network and Internet connection, nor on the performance of gateway connections to other networks. I agree to hold Albany Mutual Telephone, their Directors, and Agents harmless from any liability arising from special, indirect, or consequential damages including but not limited to loss of profits, loss of opportunity, or any other loss which may result from the use of, misuse of, or lack of availability of Albany Mutual Telephone or their facilities.

### **General Policy**

All information traversing the Albany Mutual Telephone Internet backbone and its associated networks are unrestricted unless listed as unacceptable under this policy. These Internet services are not for resale without prior arrangement and written permission from Albany Mutual Telephone.

It is the policy of Albany Mutual Telephone Internet to provide its subscribers electronic access to the broadest possible number of organizations connected to the Internet. Albany Mutual Telephone accomplishes this through connectivity to one or more state, regional or national backbone networks. All traffic that exits the Albany Mutual Telephone Internet backbone and its associated networks and traverses to numerous other networks to which our network is directly or indirectly connected, must conform to the acceptable use policies governing those other networks.

### **Modem Usage (Dial-up customers only)**

Albany Mutual Telephone Internet dial-up accounts are for attended un-metered interactive usage. Albany Mutual Telephone Internet dial-up accounts are for periodic, active use of e-mail, newsgroups, file transfers, Internet chat, games, and browsing the World Wide Web. Members may stay connected as long as they are actively using the connection for the above purposes. Subscribers may not use the Services on a standby or inactive basis in order to maintain a connection. Albany Mutual Telephone expressly prohibits automatically sending packets (pinging) and does not consider this as attended usage. Albany Mutual Telephone will terminate such connections and repeated violations of this policy will result in cancellation of the user's Albany Mutual Telephone Internet account. Accordingly, Albany Mutual Telephone maintains the right to terminate any member's connection following any extended period of inactivity as determined by Albany Mutual Telephone.

Albany Mutual Telephone Internet dial-up subscribers may not have more than one computer actively connected to a given Internet dial-up account at the same time. To maintain availability to all our subscribers, we maintain an acceptable user/modem ratio; thus, all users effectively must share a modem with other users. For this reason, Albany Mutual Telephone automatically terminates inactive sessions after 20 minutes of idle time. If you are connected for an extended period of time (4 or more hours) your connection may be terminated to free up resources for other users this is *dependent upon current system load during high demand periods*. Continuous connections over an extended time, as determined by Albany Mutual Telephone, prevent other users from accessing their accounts. Therefore, Albany Mutual Telephone does not permit unattended connections over extended periods.

## **Privacy Policy**

It is the responsibility of the subscriber or associated organization to:

- Use the service in a manner that is consistent with ethical practice and accepted community standards.
- Respect the privacy of other subscribers and not to seek information pertaining to other subscribers without their explicit permission. This includes but is not limited to personal data, passwords, access to confidential files, or modification of files belonging to other subscribers.

## **Unacceptable Use Policy**

It is not acceptable to use Albany Mutual Telephone Internet services or facilities for any of the following purposes:

- To violate any applicable laws or regulations
- To disseminate messages or files whose content would likely be highly offensive to the recipient(s)
- To make unauthorized entry into any computer systems, information storage, or communication devices or resources
- To propagate computer worms, viruses or transmissions of any type, which disable or otherwise impede or disrupt the recipient's facilities or equipment
- To make distributions of unsolicited bulk E-mail/SPAM
- To cause disruption of our services or any other entities service by any means; or
- To operate your own e-mail, web, FTP, gaming server, or other file transfer services or resale of such services without express written permission from Albany Mutual Telephone.

## **E-mail Policy**

In addition to the e-mail terms of use stated in the section titled Unacceptable Use Policy, the following rules and conditions also apply:

- Check and remove your e-mail from the server on a regular basis, at least once a week.
- We reserve the right to delete any e-mail from the server at any time but will generally only do so if the e-mail is more than 31 days old.

- We reserve the right to filter all incoming or outgoing email for potentially destructive contents.
- Do not consider-Internet e-mail to be a secure means of communications. While no one other than system administrative personnel (throughout the Internet) would normally have access to e-mail messages, the content of a message is nothing more than plain text in readable form. If more security is required, consider using an encryption program to encrypt messages before sending. The recipient of the message must decrypt the message using an agreed upon method.
- Do not consider Internet e-mail to be 100% reliable. While there are many safeguards built into the system, the Internet is not at all infallible. If you must know that a message got through, request the recipient of your message to reply to you immediately confirming that they received your message.
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If any of the conditions stated in this e-mail policy are contrary to your needs, please [contact us](#) for additional information or to make further arrangements.

### **Web Page Policy**

Albany Mutual Telephone subscribers are permitted, with their subscriptions, storage space for a personal web page. Albany Mutual Telephone has the right to monitor these pages for usage and content. A web page found to be utilized for business advertising activities or promotion of any sort, will be subject to Albany Mutual Telephone current monthly storage fees and/or the page will be, after a twenty-four hour notification to the subscriber, removed.

Albany Mutual Telephone is held harmless from liability for personal web pages and their interruption of services or access to the page. The subscriber is responsible for backups to the site, as well as such elements as use, notification, and/or maintenance of trademarks, copyright, etc. Albany Mutual Telephone and/or any other indirect or direct damages a customer may suffer as a result of a system failure, down time, data loss by this or any other system, interruption or lack of access.

### **Copyright Policy**

It is the subscribers' responsibility to respect the legal protection provided by copyright and license to programs, data, and other information accessible through our Internet services.

**We reserve the right to monitor the system.**

### **Menu System Policy**

Albany Mutual Telephone provides a menu system, located at [www.albanytel.com](http://www.albanytel.com) as a courtesy to Albany Mutual Telephone Internet customers. The links placed at this location and on subsequent pages that leave our site do not indicate any endorsement or recommendation of the product or service that the linked-to web site is providing.

Albany Mutual Telephone is not responsible for the content, availability or organization related to such web sites. Inquiries of this nature must be directed to the party or parties responsible for a particular web site.

All links on the menu system are subject to review and approval by Albany Mutual Telephone. Albany Mutual Telephone may add, remove or relocate links at any time.

Please [contact us](#) if you have comments or questions about the menu system.