WHEREAS,

I. PURPOSE

The purpose of this policy is to protect the quality and integrity of the City's electronic communications and to provide employees with standards of behavior when using electronic communications. Each item in the policy is designed to strengthen the quality and integrity of this resource while minimizing risks to the City's employees and the information systems.

II. POLICY

The City of __________________ is committed to the utilization of new technologies and provides a variety of electronic tools including, but not limited to: telephones, (including wireless), voice mail, computers, facsimile machines, pagers, electronic mail (e-mail) systems, internet access and a browser for employees whose job performance would be enhanced by the technology. The City of _______________ electronic communications tools are City property paid for by the taxpayers and are primarily intended for business-related purposes.

Incidental and occasional personal use is permitted in accordance with the conditions of the City of __________________ Electronic Communications Policy. In order to ensure compliance with copyright laws and protect the City from being victimized by the threat of viruses or hacking into our servers, the following guidelines are hereby adopted:

III. PERSONAL COMPUTER USAGE

It is the City of _______________ intent to limit personal computer use and Internet access to official business. Employees are authorized to utilize personal computers and access the Internet for personal use only on an incidental and occasional basis during working hours and after regular hours, in strict compliance with the other terms of this policy.

Employees using the City of _______________ personal computers and Internet link are acting as representatives of the City. As such, employees must act accordingly so as not to damage the reputation of the City by creating, viewing, storing, transmitting, sending, or intentionally receiving communications, files, or documents that are or could be interpreted as being intimidating, harassing, unlawful, or containing hostile, degrading, sexually explicit, pornographic, discriminatory, or otherwise offensive references.

1. An employee in certain rare instances may access otherwise unacceptable materials if necessary for their job and if done with the prior approval of and with appropriate guidance from the employees department head.

2. No computer system is completely secure. The e-mail system is not intended to transmit sensitive materials such as personnel decisions, legal opinions and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

3. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other person’s e-mail messages without proper authorization in accordance with this policy.

4. This policy applies to all employees, contractors, volunteers, and other individuals who are provided access to the City of _______________ e-mail system for City business purposes, and only if they abide by all applicable rules.

5. All messages on the City of _______________ e-mail systems are City property and are subject to the requirements and restrictions of all applicable State and Federal Statutes and regulations concerning the collection, creation, storage, maintenance, dissemination, and access to data created and/or maintained by the City of _______________.

Sample E-mail & Internet Policy
6. E-mail communications should be routinely and regularly deleted from their in-box, sent items box and trash bins.

7. Employees using the City of ______________ personal computers and e-mail link are acting as representatives of the City and inappropriate e-mail messages can give rise to claims of discrimination, harassment, defamation, and copyright infringement. As such, employees must act accordingly so as not to damage the reputation of the City by creating, viewing, storing, transmitting, sending, or intentionally receiving communications, files or documents that are or could be interpreted as being intimidating, harassing, unlawful, or containing hostile, degrading, sexually explicit, discriminating, pornographic, or otherwise offensive references.

8. Use of the City of ______________ e-mail system for ones own business endeavors is prohibited. Solicitation of funds for non-City sponsored functions, funds and political messages are prohibited. E-mail is a public record like any other public document.

9. The City of ______________ may review any message sent from or received into the City’s e-mail system for any purpose not specifically prohibited by law.

10. The contents of e-mail sent by, between and/or to individuals covered by this policy may be disclosed within or outside the City of ______________ without the permission of the individual at any time deemed necessary by the City of ______________ and for any purpose not specifically prohibited by law.

Any violations to this policy on acceptable electronic communications systems use may subject an employee to disciplinary action, up and to and including discharge from employment.

EMPLOYEE ACKNOWLEDGEMENT

Receipt of Electronic Communications Policy

I acknowledge that I have received a copy of the Electronic Communications Policy and Internet Policy for the City of ______________. I understand it is my responsibility to be familiar with and comply with the requirements of this policy.

I understand that by using equipment and technology that belong to the City, I am consenting to the monitoring of my use of that equipment and technology by the City.

I understand that the Internet address of any site that I visit and any images or documents that I print or download will be recorded and reviewed as determined necessary by the City.

I understand that my internal and external e-mail communications are not private and that any messages that I send or receive are recorded and stored on the City’s network server and will be reviewed as determined necessary by the City.

____________________________
Employee’s Name Printed

_______________________
Employee’s Signature

_____________________
Date

All software downloaded for the City must be approved by the Network Services Supervisor before installation to assure compatibility with software that is already installed on the computer. Problems may arise when unauthorized software is installed which is not compatible with the approved software. This may cause the computer not to function properly and require the reloading of the approved software.

All files which are brought from the outside of the City’s computer system or downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to check for a virus and, if necessary, to prevent it’s spread. This is to prevent spread of viruses to City equipment, as well as your home computer.
The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate (reliable) source.

The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.

Unless otherwise noted, all software on the City’s computer systems and/or Internet should be considered copyrighted and/or licensed work. Therefore employees are prohibited from downloading, duplicating, and/or modifying any such software or files without permission from the copyright and/or licensed holder.

Any inappropriate or infringing activity by an employee may be the responsibility of the City. Therefore, the City may choose to hold the employee liable for their actions.