

COMPUTER, E-MAIL AND INTERNET USE POLICY

City of Essexville

November 21, 2005

The following policy is designed to encourage the full and the proper use of the computer technology resources that are made available to employees and other authorized officials of the City of Essexville. The City Manager is responsible for the implementation and enforcement of this policy including designating City personnel and consultants who are authorized to manage the City's computer resources. The City has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer data or files including e-mail sent or received (open or unopened) and all web site communications and/or transactions.

The use of individual security passwords and/or individually assigned computer resources does not imply or grant confidentiality to any employee using the City's computer resources. Any employee found to abuse the privilege of using the City of Essexville's computer, e-mail or internet resources covered by this policy shall be subject to discipline up to and including discharge.

GENERAL COMPUTER USE POLICY

1. Only persons presently employed by or serving in an official capacity with the City of Essexville are permitted to use computer resources owned, rented, leased or otherwise under the control of the City.
2. Use of the City of Essexville's computer resources or Internet connections for gambling, obtaining or distributing pornographic materials and for all other illegal activity is strictly prohibited. The City of Essexville actively monitors Internet traffic through its computers to detect this type of prohibited activity.
3. Unless expressly authorized, installing hardware and software on the City's computer systems is strictly prohibited. Only authorized City personnel or consultants employed by the City may install software or hardware on the City's computer systems.
4. Where individual computer workstations have been assigned to a specific employee always obtain permission from that employee before using his or her computer. Be considerate; do not alter system settings on another employee's computer when using it.
5. When logging on to the computer system only use your login ID and password.
6. The unlawful copying of any copyright protected software or other material is strictly prohibited.
7. Personal use of the City's computer resources should be kept to a minimum and should not in any way interfere with work responsibilities or work time.

INTERNET USE POLICY

1. Access to the Internet is intended for the exchange of information and research consistent with the vision, mission, goals and activities of the City of Essexville.
2. Access to the Internet is provided as a business tool to assist employees and officials of the City of Essexville in performing their duties on behalf of the City.
3. Internet access should be limited to job-related research and City of Essexville business.
4. The Internet shall not be used for inappropriate or unlawful purposes including, but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.
5. Department Heads are responsible to insure proper employee use of the Internet.
6. Inappropriate or unlawful use of the Internet may result in the loss of access for the user and/or discipline as deemed appropriate.
7. Only personnel and/or consultants who are expressly authorized by the City Manager or his or her designee shall publish materials to the internet as a representative of the City or modify the City's web site or other proprietary materials owned by the City and that are available through the use of the internet.

E-MAIL USE POLICY

1. The above Internet Policy is also applicable to the use of electronic mail (e-mail). E-Mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others and may be subject to state law and City policy pertaining to record retention and destruction.
2. All e-mail originating from or received into the City's computer system is City of Essexville property and is not considered private information.
3. No e-mail may be sent using any City owned resources which attempt to hide the identity of the sender or represent the sender as someone else. Employees are prohibited from the unauthorized use of the password or encryption key of another employee to access that employee's e-mail message(s). Employees shall not use the City's e-mail system to upload or download copyrighted materials, proprietary financial information, trade secrets or similar material without the express consent of the City Manager or his or her designee. Employees shall not use the City's e-mail system to solicit donations, endorsements or support of any kind for religious or political causes, commercial ventures or for any other organizations.

This policy was adopted by City Council resolution at a regular meeting of the Essexville City Council on November 21, 2005. This policy is subject to revision from time to time as deemed appropriate by the City Council.

This policy shall be effective upon adoption by the City Council and shall be distributed to all employees and officials of the City of Essexville who have access to the City's computer resources.

A handwritten signature in black ink, appearing to read "Dale J. Majerczyk", written over a horizontal line.

Dale J. Majerczyk
City Manager