

Acceptable Technology Use Policy

The City provides access to technology to support and enhance the delivery of services, business processes, and facilitate appropriate communication. The City believes that the resources and efficiencies available through the use of technology are of significant value in accomplishing these objectives, and expects that all such use shall be consistent with these objectives. At the same time, the City appreciates that the wealth and diversity of available resources requires that reasonable controls be established for the lawful, efficient and appropriate use of this technology.

These controls have been developed in the form of implementing regulations, which are an appendix to this policy. These regulations shall be reviewed and updated as necessary and appropriate by the Director of Information Technology. The Director of Human Resources shall serve as the custodian of these regulations and ensure their timely distribution as necessary, and at least annually. All new staff members shall be provided with a copy of this policy at the time of hire and before beginning work.

Violations of this policy and/or other, departmental, procedures or regulations as may be established supplementing this policy, may result in disciplinary and/or legal action.

REGULATIONS FOR ACCEPTABLE TECHNOLOGY USE:

These regulations implement the policy “Acceptable Technology Use.” The intent of these regulations is to provide employees with general information and requirements concerning acceptable use of municipal technology resources and services. More specific, departmental, administrative procedures and regulations may supplement the policy and these regulations as necessary and appropriate.

These regulations also provide general guidelines and examples of acceptable and prohibited uses for illustrative purposes but do not attempt to state all such uses. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the supervisor and/or Department Head.

Failure to comply with the policy, these regulations and/or other established procedures or regulations governing acceptable use may result in disciplinary action, up to and including discharge. Illegal uses of the City’s resources may also result in immediate referral to law enforcement authorities.

A. Access to Services

The level of access that an employees has is based upon specific employee job requirements and needs, such as access to departmental and/or administrative records/files, financial data and/or other systems.

B. Acceptable Use

Employee access to technology resources is provided to enhance and support delivery of services, business processes, and facilitate communication. Any use consistent with these objectives, the City’s goals, missions, or other established policies, procedures or regulations of the City is an acceptable and encouraged use. General rules and expectations for professional behavior and communication apply at all times.

Employees are encouraged to utilize provided resources for work-related purposes and performance of job duties. Incidental personal use of such resources is permitted as long as such use is not deemed excessive by the City and / or does not interfere with the employee's job duties and performance, with system operations or other users, and is consistent with appropriate professional conduct.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with these regulations as well as all other applicable policies and procedures.

C. Prohibited Use

Any use which is determined to be either inconsistent with the City's goals, missions or other established policies, procedures or regulations is prohibited. Any use that is determined to be excessive personal use; disruptive and/or use that negatively impacts an employee's work performance is prohibited. Further, any use which results in: a successful, or attempt, to breach system security; damage to municipal systems, or technologies, is prohibited.

Some examples of use determined to be both intentional and prohibited may be, but are not meant to be limited to:

1. Any use that is illegal or in violation of other policies.
2. Any use involving materials that are obscene, sexually explicit or suggestive.
3. Any inappropriate communications with non-municipal personnel or other staff.
4. Any use for private financial gain, or commercial, advertising or solicitation purposes.
5. Any communications with staff or outside parties to:
 - solicit, proselytize, advocate or communicate the views of an individual or a non-municipally sponsored organization;
 - solicit membership in or support of any non- municipally sponsored organization;
 - raise funds for any non- municipally sponsored purpose, whether for-profit or not-for-profit.

6. Any attempt to provide e-mail addresses, or other forms of contact, to outside parties whose intent is to communicate with staff for purposes unrelated to work or inconsistent with established policies, and/or regulations.
7. Any communication that represents personal views as those of the City or individual department.
8. Copying, downloading, installing/removing software or applications without written permission from your Department Head and the Information Technology Director.
9. Opening or forwarding any e-mail attachments (executable files) from unidentified and/or unsolicited sources that may contain malicious code (i.e. viruses, “Trojan horses,” etc.).
10. Sending organization-wide e-mail for any purpose without the permission of the system administrator or designee. Sending an e-mail to a professional listserv is not considered sending a mass e-mail.
11. Malicious use or disruption services and/or breach of security features.
12. Misuse or damage to assigned, or other, technology resources.
13. Misuse and/or sharing of passwords/accounts information, including accessing the systems and/or data of other staff without permission or authorization from the system administrator, department head or designee. In the event of an unknown or lost password the employee should contact technology staff immediately.
15. Communications that do not adhere to professional standards.
16. Attempts to access inappropriate sites or to encourage others to do so.
17. Failing to report a known breach of security to a supervisor or Department Head.

18. Using, or attempting to use, municipal technology resources after such access has been denied or revoked.

19. Any attempt to delete, erase or otherwise conceal information that may pertain to possible violation(s) of these regulations.

20. Using your personal Laptop is prohibited during your normal business hours / shift unless approved in writing by your department head and the Information Technology Director.

21. Forwarding / printing or copying of confidential e-mails or documents to unapproved recipients is prohibited.

This Policy applies to any web enabled device such as Smart phone, PDA or personal laptop using any internet connection. During normal business hours /shift while on City Property or use of City Property. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the department head.

D. No Expectation of Privacy

The City retains control, custody and supervision of all technology resources owned or leased by the City. The City reserves the right to monitor all activity by employees and other users. Employees have no expectation of privacy in their use of these resources, including e-mail messages and stored files.

E. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications to ensure personally identifiable information remains confidential. It should also be noted that such communications may be considered a public record and subject to dissemination. Records and other documents stored electronically that are sensitive in nature are to be treated in the same manner. Every reasonable effort will be undertaken to maintain such information in a secure manner.

F. Compensation for Losses, Costs and/or Damages

The employee may be responsible for any losses, costs or damages incurred by the City related to employee violations of the policy and/or these regulations.

G. City Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The City assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its systems such as copyright violations and/or violations of software licensing.

I, _____(EMPLOYEE signature)
Have received this copy of the policy on, (DATE)_____