

The statements contained in this policy are guidelines and summaries. They do not bind the City of Monroe. The City reserves the right to change, revoke or make exceptions to city policies at any time and at its sole discretion.

1.0 PURPOSE AND SCOPE

The purpose of this document is to provide a policy for use of City-owned computer hardware, software **and portable media**.

Violation of this policy may lead to disciplinary action up to and including termination.

2.0 EXPLANATION OF KEY TERMS

2.1 Federal Copyright Act of 1976

U.S. copyright law protects original, tangible expressions, usually for 50 years beyond the creator's lifetime. This law was amended in 1980 to include computer programs.

2.2 File Server

A computer or device on a network that manages network resources and is dedicated to storing files. Any user on the network can store files on the server. Servers are often dedicated, meaning that they perform no other tasks besides their server tasks. On multiprocessing operating systems, however, a single computer can execute several programs at once. A server in this case could refer to the program that is managing resources rather than the entire computer.

2.3 Hardware

The parts of a computer system that you can touch. Examples of hardware are input devices like keyboards and mice, output devices like printers and monitors, storage devices like disk drives, and the computer itself.

2.4 License Agreement

Allowing an individual or group to use a piece of software requires a licensing agreement. Nearly all applications are licensed rather than sold. Some are based on the number of machines on which the licensed program can run while others are based on the number of users that can use the program. There are some computer software licenses that allow you to run the program on only one machine and to make a copy of the software only for backup purposes. Some licenses also allow you to run the program on different computers as long as you do not use the copies simultaneously.

2.5 Local-Area-Network (LAN)

A computer network that spans a relatively small area. Most LANs are confined to a single building or group of buildings. However, one LAN can be connected to other LANs over any distance via telephone lines and radio waves. A system of

LANs connected in this way is called a wide-area network (WAN).

Most LANs connect workstations and personal computers. Each node (individual computer) in a LAN has its own CPU with which it executes programs, but it is also able to access data and devices anywhere on the LAN. This means that many users can share expensive devices, such as laser printers, as well as data.

2.6 Portable Media Storage

Extension of a hard drive which can store information on a variety of media including, but not limited to, thumb drives, floppies, DVD's, CD's, memory sticks, and PDA's (i.e., Palm Pilot, IPOD, etc.).

2.7 Software

Software is the program that runs on a computer. Software is made up of instructions that tell the computer what to do. It is stored on portable media in bits and bytes.

2.8 Thumb Drive

A thumb drive is your digital lockbox, which can store your personal records, digital photos and music. Imagine a USB floppy drive and disk integrated, only more secure, more durable, and at less than one tenth in physical size, packing up to 350 times in capacity. Because a thumb drive does not have any moving parts, it is extremely resistant to vibrations and shocks. Thumb drives act just like your hard drive. You can drag and drop files onto it, create, edit, and delete files.

2.9 Wireless Networking

Wireless networking refers to hardware and software combinations that enable two or more appliances to share data with each other without direct cable connections. Thus, in its widest sense, wireless networking includes cell and satellite phones, pagers, two-way radios, wireless LANs and modems, and Global Positioning Systems (GPS).

2.10 Workstation

Computers that are linked together to form a local-area network (LAN), although they can also be used as stand-alone systems.

3.0 PROCEDURE

Any user of City-owned computer equipment is expected to conform to all City policies and procedures and to follow the highest standards of personal and business ethics. Any user that violates City policies referenced in this section may result in disciplinary action up to and including termination.

3.1 Software

3.1.1 Computer Software Licensing

It is the policy of the City of Monroe to comply with all state and federal regulations governing the use of computer software.

Only legal software shall reside on City-owned computer systems. The City of Monroe prohibits any employee from making unauthorized copies of illegal software for either the City's use, for personal (home) use or to be given to some outside third party.

The Information Technology Department maintains and monitors several site licenses for the file servers and selected software products. If an employee is unsure if a product is legally licensed, they should check with the Information Technology Manager. If during normal service/support activities, non-standard software is found and a license for the software cannot be produced, the software will be considered illegal software. The Information Technology Manager will remove the illegal software and notify the department manager/supervisor of the policy violation.

3.1.2 Purchasing/Modifying/Installing Computer Software

Since software programs installed on the local hard drive may interact negatively with existing programs (running either from a workstation or a file server) all employees must consult with the Information Technology Manager before purchasing or installing any software on the workstation. If during normal service/support activities, unapproved software is found on a workstation, the Information Technology Manager will remove the unapproved software and notify the department manager/supervisor of the policy violation. Any software modification or installation on the City's file servers will be modified or installed by the Information Technology Department.

3.1.3 Personal Software

If an employee desires to install personally acquired software on their office machine, they must obtain written approval from their manager/supervisor and the Information Technology Manager. A copy of the license agreement must be kept on file with the Information Technology Department. If during normal service/support activities, unapproved software is found on a workstation, the Information Technology Manager will notify the department manager/supervisor and request that the software be removed.

3.2 Hardware

Since hardware installed on a computer may interact negatively with other hardware or software devices, all employees must consult with the Information Technology Manager before purchasing or installing any hardware on the workstation. If during normal service/support activities, unapproved hardware is found on the workstation, the Information Technology Manager will remove the unapproved hardware and notify the department manager/supervisor of the policy violation. Any hardware purchases or installations on the City's file server will be modified or installed by the Information Technology Department.

3.5 Portable Media Storage (“PMS”)

Because any user can come into the office, plug in a USB stick the size of the average keychain and take in/out 1GB of data it poses a tremendous threat. Users can take confidential data or they can introduce viruses, Trojans, illegal software and more – actions that can affect the network and the City severely.

Due to the high security risk, only authorized employees may utilize PMS for city business. Personal use of PMS on City-owned computers is strictly prohibited. For business use, a request must be made to the department director for the use of PMS and include a valid business reason for such use. The department director will inform the Information Technology Manager of any authorized users within their department.

The City of Monroe has invested in network anti-virus software, firewalls, email and web content security. Because of this PMS must be scanned prior to use, especially if the user has used the device on a non City-owned computer prior to using it at the City.

4.0 Related Document

- Communication Policy 2000-008

END OF DOCUMENT