

PE 6.7100



## ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: <b>INTERNET ACCEPTABLE USE</b>		SUBJECT: <b>COMPUTER</b>	
		INDEX NO: <b>100-30</b>	
EFFECTIVE DATE: <b>12/01/98</b>	SUPERSEDES:	PAGE NO: OF: <b>1 3</b>	PREPARED BY: <b>Diane Supler</b>
			MAYOR'S APPROVAL:

### 1.0 PURPOSE

To ensure that use of the Internet among employees of the City of Auburn is consistent with City policies, all applicable laws, and the individual user's job responsibilities.

To establish basic guidelines for appropriate use.

### 2.0 ORGANIZATIONS AFFECTED

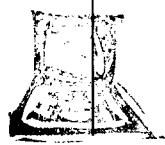
All departments/divisions

### 3.0 REFERENCES

Auburn Policy and Procedure 200-03, 200-04, 200-11, 200-81.

### 4.0 POLICY

- 4.1 Internet access and the software and hardware for access will be added only upon authorization of the Finance Director. As a condition of such authorization, all internet users must read a copy of this policy and applicable access policies on Internet use and verify by signature with a date that he/she has read the policy.
- 4.2 Access to the Internet via City resources shall be limited to City purposes. To that end, this use cannot disrupt or interfere with the work of other network users, adversely affect the operation of the Internet or the City's own internal network, or access and use for personal reasons.
- 4.3 All use of the Internet via City resources must be in compliance with all applicable laws and policies (federal, state, and local laws, in addition to City policies); for example, all federal, state, and local laws, and City policy with respect to sexual harassment. Internet access via City resources, therefore, must not be used for strictly personal or any illegal purpose.
- 4.4 All Internet use must be consistent with the Index No. 200-81 and any subsequent amendments of the City of Auburn's Administrative Policy and Procedure manual regarding employee conduct.
- 4.5 Personnel must maintain the safety and security of the City's network and resources as a paramount consideration at all times when using the Internet. Individual users are responsible for adhering to applicable department policies or section 4.9 of this policy when using resources from the Internet.



- 4.6 There is a wide variety of information on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and can therefore not be responsible for the content on the Internet.
- 4.7 Individual users must be aware of and at all times attempt to prevent any misuse or abuse of City policies to avoid potential City liability in their use of the Internet. For that reason, all outgoing messages, which do not reflect the official position of the City or Department, must include the following disclaimer: "The opinions expressed herein are those of the sender and do not necessarily represent those of the City of Auburn."
- 4.8 Prohibited Uses of the Internet shall include, but are not limited to, the following:
- 4.8.1 Commercial Use - any commercial use or use of the Internet for personal gain is prohibited.
  - 4.8.2 Copyright Violations - any use of the Internet that violates copyright laws is prohibited and therefore the sole responsibility of the user.
  - 4.8.3 Solicitation - the purchase or sale of personal items through advertising on the Internet is prohibited.
  - 4.8.4 Harassment - the use of the Internet to harass employees, vendors, customers, and others is prohibited.
  - 4.8.5 Political - the use of the Internet for political purposes is prohibited.
  - 4.8.6 Aliases - the use of aliases while using the Internet is prohibited as are anonymous messages. Misrepresentation of an employee's job title, job description, or position in the City is prohibited.
  - 4.8.7 Misinformation/Confidential Information - the release of untrue, distorted, proprietary or confidential information regarding City business is prohibited.
  - 4.8.8 Viewing/Downloading of Non-Business Related Information - the accessing, viewing, downloading, or any other method for retrieving non-City related information is prohibited. This includes, but is not limited to, entertainment sites, on-line shopping sites or pornographic sites.
  - 4.8.9 Union business except where permissible in accordance with contractual agreements.
- 4.9 Resource and access restrictions applicable to use of the Internet shall include, but are not limited to, the following:
- 4.9.1 Resources which involve executable or binary files will not be downloaded without being properly scanned for viruses.
  - 4.9.2 Resources which are not used for a clear City purpose will not be accessed or downloaded.
  - 4.9.3 Resources of any kind, for which there is a fee, will not be accessed or downloaded without prior approval of the Finance Director.
  - 4.9.4 Public access databases (e.g., World Wide Web servers, File Transfer Protocol servers) will not be created or implemented except with the prior approval of the Finance Director.

## 5.0 DEFINITIONS

## 6.0 PROCEDURE

### 6.1 Monitoring and Enforcement

Privacy - an employee's rights while accessing the Internet by use of City property does not include the right to privacy. The City reserves the express right to monitor, in any way, the activities of the employee while accessing or using the Internet, or review the contents of stored Internet records. Violation of City policy regarding Internet use may result in disciplinary action up to and including dismissal. Court cases have upheld a business' right to monitor and discipline employees based upon electronic activities which are prohibited by a company's policy.

### 6.2 Enforcement of this Policy

Failure of City employees to adhere to this policy may result in restriction or revocation of access or disciplinary action.

#### 6.2.1 Access Limitation or Revocation

With concurrence of the Mayor and Finance Director, employees who are found in violation of this policy may be subject to the following:

- 1) Internet and/or E-Mail access may be revoked.
- 2) Access times may be restricted.

#### 6.2.2 Disciplinary Action

Violation of City policy may result in disciplinary action up to and including dismissal.



This is to acknowledge that I have read and understand the City of Auburn's Internet and E-Mail Acceptable Use Policies 100-30 and 100-31. I understand that failure to follow the provisions of the policies and procedures may result in discipline, up to and including termination.

Employee Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS DOCUMENT WILL BE PLACED IN YOUR PERSONNEL FILE**