

Federal Way

9.6 INTERNET USE POLICY

Purpose

To establish basic guidelines for the appropriate use of the Internet and to ensure that Internet use among City employees is consistent with City policies, all applicable laws, and the individual user's job responsibilities.

Background

- The Internet is a tool which may be provide to authorized employees, at the City's discretion, for use in City business. It contains many useful features, including e-mail to non-City resources and access to research materials. The Internet can also be misused in a variety of ways, including without limitation:
- Downloading files that contain viruses, endangering City information systems;
- Accessing objectionable material;
- Wasting work time by performing unauthorized research or accessing non-business related information and people;
- Misrepresenting an individual's opinion as City policy.

Individual Responsibilities

Internet users are responsible for complying with this and all other City and department policies when using the City's resources for accessing the Internet. Violation of this policy or of applicable City and department policies is grounds for disciplinary action as defined in the Employee Guidelines.

General Policies

- Internet access and the software and hardware for that access must be authorized by the City Manager or his or her designee. All Internet users must sign an Employee Consent and Privacy Waiver prior to authorization. Information Systems will keep a log of employees accessing the Internet which will be periodically audited.
- Individual departments may set additional rules or guidelines for Internet use consistent with the following general policies:
- An employee's rights while using the Internet via City resources does not include the right to privacy. The City reserves the express right to monitor and inspect the activities of the employee while accessing the Internet at any time. In addition, all software, files, information, communications, and messages downloaded or sent via the Internet using City resources are the City's records and property of the City.

- Information Systems and/or department directors reserve the right to remove any employee from Internet access for violation of applicable City or department policies.
- Internet use via City resources is for City business. Internet access is limited to working hours unless after hours access is expressly given by the department manager and a record is kept with Information Systems. Reasonable non-commercial personal use of the internet may be allowed provided it does not interfere with work. Employees are encouraged to limit their personal use of the internet to breaks and lunch hours.
- Internet use must comply with applicable laws and City policies including but not limited to all federal and state laws, and City policies governing sexual harassment, discrimination, intellectual property protection, privacy, public disclosure, confidentiality, misuse of city resources, information and data security.
- All Internet use must be consistent with the City's Employee Guidelines and Code of Ethics.
- In order to prevent potential City liability, it is the responsibility of all internet users to clearly communicate to the recipient when the opinions expressed do not represent those of the City of Federal Way.
- The safety and security of the City's network and resources must be considered at all times when using the Internet. Any programs from a non-commercial source (i.e., software that is not purchased in original diskette or CD ROM format) or which involve executable or binary files must not be downloaded or installed unless properly scanned for viruses. (Training and procedures are available through Information Systems.)
- Resources of any kind, for which there is a fee, must not be accessed or downloaded without approval from supervisor.
- Public access databases (e.g., World Wide Web servers, File Transfer Protocol servers) must not be created or implemented without prior approval by system administrator.
- There is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users must be aware that the City has no control over available information on the Internet and cannot be responsible for the content of information.

Prohibited Uses of the Internet

The following examples include, but are not limited to, prohibited uses of the Internet:

- *Solicitation* - use of the Internet to purchase or sell non-business items through advertising.

- *Discrimination/Harassment* - use of the Internet to send harassing messages, derogatory comments, or unlawful discriminatory messages related to age, color, sex, religion, or creed.
- *Political* - use of the Internet for partisan political purposes.
- *Aliases/Anonymous messages/Misrepresentation* - use of aliases or transmission of anonymous messages; additionally, Internet users must not misrepresent their job titles, job descriptions, or positions in the City.
- *Misinformation/Confidential Information* - release of untrue, distorted, or confidential information regarding City business.
- *Viewing/Downloading of Non-Business Related Information* - accessing, viewing, downloading, or any other method for retrieving non-business related information, includes, but is not limited to, entertainment sites, pornographic sites, chat rooms, bulletin boards, or news related sites.
- *Copyrights* - unlawful reproduction or distribution of copy righted information, regardless of the source.