

Stanwood

8.7 INTERNET USE

City of Stanwood's Internet capabilities are City property and may be used for City business purposes only. Use of the Internet is intended to facilitate the timely and efficient conduct of City business. City employees must comply with this policy and all applicable Federal, State and local laws when they use the Internet, whether via the cooperative local area network, as a representative or agent of the City of Stanwood, or through any use of City Internet capabilities.

8.7.1 Internet Use Limited to City Business

The City's Internet capabilities may be used for City business purposes only.

The term "internet" means the electronic information system of that name which interconnects smaller groups of linked computer networks.

The term "City's Internet capabilities" means any and all access to the Internet obtained through City sponsorship, ownership, or financial contribution, or by any employee or officer as a representative or agent of the City of Stanwood, and/or during work hours.

The term "City business purposes" means the official work of City government undertaken for the public benefit, as opposed to activities undertaken for personal, non-City or private purposes. Unacceptable sites or uses include, but are not limited to, the following:

- Pornographic sites and access to pornographic materials.
- Use of the City Internet to harass employees, vendors, customers and others
- Sports or games.
- Use of the City Internet for partisan political purposes.
- Unauthorized transfer of copyrighted materials utilizing City Internet capabilities
- Any site that charges a fee (unless there has been prior written approval of justified City expense item by supervisor).
- Vendor sites to purchase personal items.
- Marketing of personal or private business.

8.7.2 Authorized Users

No City employee or officer shall be authorized to use the City's Internet capabilities until he or she has signed a document indicating that the employee or officer has read and agrees to be bound by the terms of this policy.

8.7.3 No Privacy Rights

Electronic communications are not private or confidential. All Internet communications utilizing the City's Internet capabilities are the property of the City of Stanwood and may be public records under the Public Disclosure Act (RCW 42.17.). There are no rights to individual privacy in any communications or information obtained through the City's Internet capabilities.

8.7.4 Professional and Courteous Communications

The standards of conduct for City of Stanwood employees apply to use of the City's Internet capabilities. All communications across the Internet shall be professional and courteous.

8.7.5 Duty to Abide by Procedures Established by the City Clerk Treasurer

The City Clerk Treasurer shall establish procedures for posting content on the Internet, accessing information (including downloading information or software), virus detection and control, access controls and related security mechanisms for use of the City's Internet capabilities.

All users of the City's Internet capabilities must abide by the procedures established by the Clerk Treasurer pursuant to this policy.

8.7.6 Supervision

It is the responsibility of the elected official or department head to enforce these policies, and to monitor and audit use of the City's Internet capabilities within each agency or department.

8.7.7 Discipline

Violators of this policy shall be subject to discipline, up to and including termination.