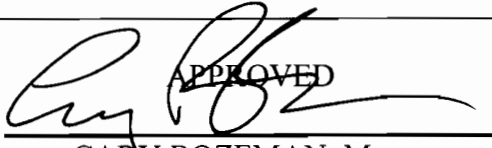


CITY OF BREMERTON		INTERNET USE
INDEX Information Management 2-20-14	EFFECTIVE DATE: February 1, 2008	 APPROVED <hr/> CARY BOZEMAN, Mayor

1.0 Purpose

This policy document delineates acceptable use of the Internet by City of Bremerton employees, volunteers, and contractors while using City-owned or leased equipment, facilities, Internet addresses, or domain names registered to the City of Bremerton. It is the policy of the City of Bremerton that employees whose job performance can be enhanced through use of the Internet be provided access and become proficient in its capabilities.

2.0 Scope

This policy applies to Internet access only. It does not cover the requirements, standards, and procedures for the development and implementation of City of Bremerton information sites on the Internet.

The following City of Bremerton Internet users are covered by this policy:

1. Full or part-time employees of the City.
2. Volunteers who are authorized to use City of Bremerton resources to access the Internet.
3. Contractors or other third party persons who are authorized to use City-owned equipment or facilities.

3.0 Policy

3.1 General

The City of Bremerton promotes Internet use that enables employees to perform City business and encourages its employees, volunteers, and contractor personnel to develop Internet skills and knowledge. If an employee's supervisor determines that Internet access is in the best interest of the City, the employee will be permitted, within the limits set forth below, to use the Internet on personal time to build his/her network search and retrieval skills. Employees who do not require access to the Internet as part of their official duties, may not access the Internet using City facilities under any circumstances. It is expected that employees will use the Internet to improve their job knowledge; to

access scientific, technical, and other information on topics which have relevance to the City; and to communicate with their peers in other Government agencies, academia, and industry. Users should be aware that when access is accomplished using Internet addresses and domain names registered to the City of Bremerton, they may be perceived by others to represent the City. Users are advised not to use the Internet for any purpose which would reflect negatively on the City of Bremerton or its employees.

3.1 Permitted Use

City computer systems are for City use and not for personal use; however, when certain criteria are met, users are permitted to engage in the following activities:

1. During working hours, access job-related information, as needed, to meet the requirements of their jobs.
2. During working hours, participate in news groups or E-mail discussion groups (list servers), provided these sessions have a direct relationship to the user's job with the City. If personal opinions are expressed, a disclaimer should be included stating that this is not an official position of the City of Bremerton.
3. During personal time, retrieve non-job-related text and graphics information if approved by the user's Department Head providing such retrieval does not include any of the "prohibited" criteria.

3.3 Prohibited Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the City of Bremerton authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing a City of Bremerton-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

1. Pursuit of private commercial business activities or profit-making ventures (e.g., employees may not operate a business or pursue non-City employment activities with the use of the City of Bremerton computers or Internet resources).
2. Engaging in matters directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group, or activity to support political fund raising.
3. Engaging in any prohibited direct or indirect lobbying.

4. Use that could generate or result in an additional charge or expense to the City.
5. Unauthorized creation, downloading, viewing, storage, copying, or transmission of sexually explicit or sexually oriented material.
6. Participation in or encouragement of illegal activities or the intentional creation, downloading, viewing, storage, copying, or transmission of materials that are illegal or discriminatory.
7. Engaging in unauthorized charitable fund raising or soliciting volunteers to raise funds.
8. Engaging in any activity that would bring discredit on the City of Bremerton or would violate any statute or regulation.
9. Excessive use, this is ultimately a matter for supervisory judgment, but, generally, excessive resource use includes such activities as: filling an e-mail box with personal messages, creating or transmitting personal mass mailings or chain letters, downloading or sending large personal files via e-mail, or downloading large non-work-related audio or video streams.
10. Employees are prohibited from initiating non-work-related Internet sessions using City of Bremerton information resources from remote locations. That is, employees shall not dial into City resources from home or other non-city locations for the purpose of participating in non-job-related Internet activities.

3.3 Supervisory responsibility

Supervisors of City of Bremerton employees, volunteers, and contractors will have the final authority in determining whether an employee requires Internet skills to accomplish their assigned duties. Supervisors have the responsibility for:

1. Acquiring Internet access for their employees who need it to conduct the official business of the City.
2. Advising their employees regarding the restriction against personal use of City of Bremerton Internet access resources from other than City facilities.
3. Assuming the responsibility for making the final determination as to the appropriateness of their employee's use of the Internet, when questions arise. This shall include the acceptability of Internet sites visited and the determination of personal time versus official work hours.

3.3 User responsibility

Use of computer equipment and Internet access to accomplish job responsibilities will always have priority over personal use. In order to avoid capacity problems and to reduce the susceptibility of City information technology resources to computer viruses, Internet users will comply with the following guidelines.

1. Personal files obtained via the Internet may not be stored on individual PC hard drives or on local area network (LAN) file servers.
2. Official video and voice files should not be downloaded from the Internet except when they will be used to serve an approved Departmental function.

Users are responsible for:

1. Following existing security policies and procedures in their use of Internet services and will refrain from any practices which might jeopardize the City's computer systems and data files, including but not limited to virus attacks, when downloading files from the Internet.
2. Learning about Internet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers.
3. Familiarizing themselves with any special requirements for accessing, protecting, and utilizing data, including Privacy Act materials, copyrighted materials, and procurement sensitive data.
4. Conducting themselves in a way that reflects positively on the City, since they are identified as City employees on the Internet even though they may be using the Internet for personal reasons, as stated above.

3.3 Privacy Expectations

Employees, volunteers and contractors should be aware that their use of City of Bremerton equipment may be monitored or recorded. Anyone using City equipment consents to such monitoring. If monitoring reveals evidence of possible misconduct or criminal activity, such evidence may be referred to law enforcement or other officials for appropriate action. In addition, direct observation of receipt of inappropriate materials may be cause for such action. To the extent that employees wish that their private activities remain private, they should avoid using the City of Bremerton's Internet resources for such activities.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.