

PERSONNEL POLICY

EFFECTIVE DATE: November 21, 2004
SUBJECT: NETWORK, E-MAIL and
INTERNET USE

POLICY:

The City of DuPont provides a communications network capable of offering Electronic Mail (E-mail) and Internet access, where applicable, to employees to assist in and facilitate legitimate City business communications. The City's network and systems should be dedicated to providing service to the public and used primarily for City business.

Utilization of these systems is a privilege. Employees should never put information on or access E-mail or Internet services unless they would feel comfortable accessing or putting the same information in a widely distributed office memo. By using the City's network systems (including e-mail and Internet), employees agree that they are aware of, understand and will comply with the provisions of this policy.

7.5.1 DEFINITIONS:

Computer System: Includes individual desktop computers (PCs), E-mail system, Internet access, laptop computers, floppy disks, magnetic tapes, file servers, and all other components of the City's computer network.

E-mail: The City's electronic mail system.

Intranet: Web site containing content for internal use.

Internet: A world wide network of computers.

Web Browsing: Use of a browser tool to access Web sites on the Internet.

Streaming Audio: Technology used to "play" audio/video on a PC over a network. Can be used for music, voice, lectures and other audio/video material. It generally consists of a continuous stream of data coming from a network.

7.5.2 USE OF CITY SYSTEMS:

The City's computer system is provided to assist employees to perform their jobs, share files, and communicate with each other internally and with outside individuals and organizations. The City's computer system should primarily be used for City business purposes; provided, occasional or incidental personal use is permitted within the guidelines below.

7.5.2.1 Inappropriate Use:

- A. Use of the City's computer system to engage in any communication which violates federal, state, or local laws, codes, and regulations, City policies and procedures is strictly prohibited at all times.
- B. In addition, the following uses of the City's systems are inappropriate and are prohibited at all times unless there is a legitimate business need. That need must be conveyed to and the use authorized by the employee's department director in writing prior to such use. Inappropriate uses of the City's system include, but are not limited to:
 - 1. Personal commercial use;
 - 2. Accessing of pornographic, sexually explicit or indecent materials including materials of a bawdy, risqué or coarse nature, or any other offensive or morally questionable materials;
 - 3. Usage for any type of harassment or illegal discrimination including transmission of obscene or harassing messages to any other individual;
 - 4. Gambling;
 - 5. Usage for any unethical activity that could adversely affect the City of Dupont;
 - 6. Usage for recreational gain including the loading of computer games;
 - 7. Usage which precludes or hampers City network performance;
 - 8. Unauthorized copying of copyrighted material;
 - 9. Usage which violates software license agreements;
 - 10. Transmission of sensitive or proprietary information to unauthorized persons or organizations; or
 - 11. Attempting to make unauthorized entry to other City systems or to other networks.
- C. Due to the adverse effects that streaming audio has on network performance, employees may not access streaming audio except for legitimate City business only. No personal access to streaming audio on City systems is allowed at any time.

7.5.2.2 Appropriate Use:

- A. The City's computer systems may be used by employees for City business.
- B. The system may also be utilized for occasional or incidental personal use only if:
 - 1. The employee obtains approval from the employee's department director or authorized supervisor or manager for such use;
 - 2. The use does not interfere with employee or department productivity or work performance; and
 - 3. The use does not hamper network performance.
- C. Examples of acceptable incidental or personal use of the system include:
 - 1. Advising others about an employee's vacation, marriage, birth, etc.; or
 - 2. Brief and infrequent friendly communication.

7.5.3 WEB BROWSING:

- A. The Internet is a great storehouse of information and contains resources that can greatly enhance our ability to deliver cost-effective services to our customers. The City encourages exploration of the Internet for legitimate business-related or professional activities.
- B. During the employee's normal work hours, the primary use of the City's Internet account shall be for legitimate City business only. General exploration of the Internet or other personal use of the City's Internet account shall be limited to the employees' non-work hours with the approval of their department director or authorized supervisor or manager. Employees who work within the public's visual site should be cognizant of public perception and should use care and discretion in providing an appropriate image of the City while using the Internet during the City's normal work hours.

7.5.4 COMPUTER SYSTEM SPACE:

Information Services will be responsible for setting parameters and allocating maximum disk space for all computer system users. Employees who can demonstrate legitimate business needs for more disk space than what is allocated shall make a request to increase their disk space to the Support Services Manager, or designee. Such requests shall be evaluated and approved on a case-by-case basis.

Appeals to the Support Services Manager's determinations shall be forwarded to the

City Administrator for review. The decision of the City Administrator shall be final.

7.5.5 E-MAIL OR SYSTEM CORRUPTION:

Employees' e-mail or electronic files may become corrupt for a number of reasons. If the corruption is a direct result of a significant technical failure or natural disaster, the Support Services Manager will assist in rebuilding the mailboxes and recover lost files. If the corruption is a result of technical or user error that affects one or a small number of employees, the Support Services Manager will assist in rebuilding the mailboxes; however, no lost messages or files recovery will be attempted unless ordered by the City Administrator.

7.5.6 COMPUTER SYSTEM ACCESS:

- A. The City treats all information transmitted through or stored in the system, including E-mail messages, as business information. An employee or anyone else using the City's computer has no expectation of privacy in the use of that computer. The City has the capability and retains the right to access, review, copy, modify, and delete any or all of such business information for any purpose and to disclose it to any party (inside or outside the City) it deems appropriate or as required by law.
- B. Those files containing personal information of any employee as a result of the employee making incidental use for personal purposes, including transmission of personal E-mail messages will be treated no differently than other business files and information. Accordingly, employees should not use the computer system to send, receive or store any information that they wish to keep private.

7.5.7 RECORDS RETENTION:

The City has the obligation to maintain all electronic files and records in the same manner in which paper records are to be maintained in accordance with the State archivist records retention schedule.

7.5.8 POLICY COMPLIANCE:

Use of the City's computer system including E-mail and Internet services is a privilege. Inappropriate use or violations of this policy may result in disciplinary action, up to and including termination.

If in the course of their normal duties, department directors, managers, employees and Support Services staff have reason(s) to believe that an employee is misusing the City's computer systems, they shall report the inappropriate use to the observer's Department Director.

All reports of alleged policy violations or inappropriate use of City systems received by any Department Director shall be reported to the Support Services Manager to coordinate an investigation or to recommend an appropriate course of action. If an investigation is necessary, the Department Director of the alleged violator shall be responsible for conducting the investigation. All investigations will be coordinated through the City Administrator's Office.

If, as a result of the investigation, sufficient facts are gathered to support the allegations, it is the responsibility of the Department Director to administer any disciplinary action(s) necessary after consultation with the City Administrator. Violation of this policy can result in discipline up to and including termination

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7.5.10 COLLECTIVE BARGAINING AGREEMENTS/CIVIL SERVICE RULES:

Employees covered by collective bargaining agreements and/or Civil Service rules will be subject to the specific terms of those agreements or rules with respect to discipline and appeal process.

In the event the collective bargaining agreement has specific network, e-mail and Internet use provisions, they shall take precedence. In the event the collective bargaining agreement and/or Civil Service rules do not address this policy subject, then employees covered by same, shall be governed by this policy.