

SUBJECT: COMPUTER POLICY 2005-02

DATE ISSUED: May 25, 2005

DATE EFFECTIVE: June 1, 2005

APPROVED:

Duane Cole, City Manager

SECTION ONE: PURPOSE

To establish guidelines for City employees on the management of computing technologies, ensuring that use of these technologies by employees of the City is consistent with City policies, all applicable laws, and the individual user's job responsibilities. Employees and their respective department director are jointly responsible to insure compliance with this policy. This policy applies to *all* employees when they are using computers or Internet connections supplied by the CITY OF WALLA WALLA whether or not during work hours, and whether or not on the CITY OF WALLA WALLA's premises.

An employee must submit a completed Computer Usage Agreement (See exhibit A) to the Technology Services Department to acquire Internet, E-mail or Systems access and shall not use City resources until access has been approved. The Usage Agreement requires the approval of the department director who will initial each approved application. The Technology Services Manager will also approve the Agreement. A request is required for each position temporary, part time or full time incumbent employee; and for changes to any employee's requirements.

SECTION TWO: E-MAIL AND INTERNET

Only those employees or officials who are duly authorized to communicate with the media and the general public on behalf of the CITY OF WALLA WALLA may speak or write in the name of the City via E-mail, chat or news groups or other electronic means .

Employees should restrict their use of the Internet and E-mail to work-related matters during work hours. Employees should use those tools primarily for CITY OF WALLA WALLA business conserving bandwidth for City use. However *de minimis* personal use of these tools is permitted as long as it does not interfere with the employee's ability to perform assigned job responsibilities.

SECTION THREE: PRIVACY

Users of city computers, Internet connections, and e-mail have no right to expect privacy with respect to such usage. The CITY OF WALLA WALLA reserves the right, and users of city

computers, Internet connections, and e-mail consent, to audit by the City at any time to ensure proper use of government resources.

The CITY OF WALLA WALLA provides computers and Internet connections to further its ability to conduct City business. The CITY OF WALLA WALLA has the right, but not the duty, to monitor all communications and downloads that pass through its facilities, at its sole discretion. The City's security systems are capable of recording each Internet website visit, each chat, newsgroup or E-mail message, and each file transfer into and out of our internal networks, and the City reserves the right to do so at any time.

E-mail leaves a record that is often retrievable even after the sender and recipient delete it. All E-mail messages using state government systems that are sent or received, that contain information about business activities, and that can function as evidence of business transactions are, regardless of recorded medium, part of the records of the agency and must be managed in accordance with the General Records Act and are subject to related legislation such as Public Disclosure.

Retention of E-mail correspondence is archived . Items deleted from individual mailboxes still exist. Email messages remain in the Archive permanently or as specified by the Global Retention Policy. All Internet site visits are monitored using an Internet security and filtering software and are subject to scrutiny when required .

SECTION FOUR: IMPROPER ACTIVITIES

You may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information through the use of the CITY OF WALLA WALLA's facilities, including offensive jokes or cartoons. You may not access web sites, chat rooms, groups, or messages of an adult or pornographic or terrorist nature at any time (unless directly related to your job responsibilities).

You may not use CITY OF WALLA WALLA's facilities for personal or commercial gain, advertisements, solicitations, business promotions or gambling.

You may not consume excessive use of bandwidth by accessing sites which provide streaming video, audio (Internet radio), interactive downloading of screen savers (e.g. web shots) or other features (e.g. hot bar icons) that are not directly related to your job responsibilities.

No employee may use the City's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. No employee may use the CITY OF WALLA WALLA's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

The CITY OF WALLA WALLA's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.

The CITY OF WALLA WALLA reserves the right to terminate access to E-mail or Internet for inappropriate use and will block access to any www site deemed to be inappropriate in nature. Use of any CITY OF WALLA WALLA resources for illegal, prejudicial, or immoral activity is grounds for dismissal, and the CITY OF WALLA WALLA will cooperate with any legitimate law enforcement activity to prosecute such activity.

SECTION FIVE: PASSWORDS

Employees will safeguard their accounts and passwords, as these are the mechanism with which access to the CITY OF WALLA WALLA's network is achieved. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations. HR will notify TS upon employee termination, so accounts can be disabled and access can be removed.

SECTION SIX: SOFTWARE

Employees of the CITY OF WALLA WALLA will not purchase or download any software from the Internet without permission from the Technology Services Department. The TS Department will remove any unauthorized software upon detection. The Computer Usage Agreement will authorize the types of software which TS will pre-load upon the City PC's. The TS department will be responsible for virus scanning software, and applying the most current upgrades or patches to standard software. To avoid potential conflicts with the CITY OF WALLA WALLA's current software strategy, the TS Manager will co-sign the purchase (PO) for software purchases.

SECTION SEVEN: HARDWARE

The technical services department will provide firewalls, switches, servers and provide maintenance and security on all network hardware, as well as communications protocols and wireless technology. To prevent potential conflicts with the CITY OF WALLA Walla's current LAN and WAN technology, the Technology Services Department will authorize and recommend for purchase all computer hardware, including peripherals such as PC's, printers scanners and PDA's (personal digital assistants) which access the City's network. The TS Manager will co-sign the PO for any departmental purchases.

SECTION EIGHT: DATA

All data is the property of the CITY OF WALLA WALLA, and should be stored on the City's data server. Saving to the C: drive on an employees PC is not considered adequate backup. Sensitive employee, medical, or financial data should not be distributed without appropriate approval.

Exhibit A Computer Policy Computer Usage Agreement

I have read, understand and agree to comply with the CITY OF WALLA WALLA's Computer Policy:

Intended use:

I agree to abide by these policies as consideration for my continued employment by the CITY OF WALLA WALLA. I understand that my violation of the above policies may subject me to discipline, up to and including termination under the applicable collective bargaining agreement or Personnel Policy Manual.

Department (printed)

Employee (printed)

Employee (signature/date)

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The following use is approved:

- | | |
|--|---|
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Laserfiche |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Field Reporting |
| <input type="checkbox"/> CAD | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Ambulance Billing | <input type="checkbox"/> Telestaff |
| <input type="checkbox"/> Sanitation software | <input type="checkbox"/> Landfill Software |
| <input type="checkbox"/> GIS software | |
| <input type="checkbox"/> Financial software: identify applications _____ | |

Effective date _____

If this is a temporary employee please designate termination date: _____

Department Director (printed)

Department Director (signature/date)

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Access is: Approved Denied

Technology Services Manager/Date