

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

INTERNET AND E-MAIL ACCEPTABLE USE

1.0 PURPOSE

- 1.1 Provide a procedure for adhering to established standards of proper conduct for effective performance of computer and telecommunications networks, whether local or global.**
- 1.2 This policy defines the responsibilities of employees using Internet services provided with public funds. In general, it requires appropriate, efficient, ethical, and legal utilization of network resources.**

2.0 POLICY - INTERNET

- 2.1 Use of Internet resources must be supportive of organizational objectives and be consistent with the mission of the City of Commerce.**
- 2.2 Users must abide by copyright, contract, and other local, state, and federal laws, and city administrative policies.**
- 2.3 Use of Internet resources for commercial use or profit is prohibited.**
- 2.4 Extensive use of Internet resources for personal use is prohibited.**
- 2.5 Internet accounts are to be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Individual users can be held accountable for use of their accounts by others.**
- 2.6 Intentional use of Internet resources to access, transmit, or process obscene material; inappropriate text or graphic files; or files dangerous to the integrity of the network are prohibited.**
- 2.7 Users must abide by generally accepted network etiquette.**
- 2.8 Users must abide by the acceptable use policy (AUP) of any accessed network.**
- 2.9 Users and their department management are jointly responsible for understanding the terms of this policy and monitoring the continued applicability of this resource to the user's assigned duties and responsibilities.**

3.0 POLICY - E-MAIL

3.1 All users of E-mail are responsible for understanding the following issues of E-mail privacy and etiquette:

- A. All employees should be aware that confidentiality of electronic mail cannot be assured and that any communications which need to remain confidential should not be sent over the Internet. People tend to speak freely through E-Mail because they falsely assume their messages are private and will be read only by the person receiving it.
- B. Even when E-mail is erased, it is still retained for a period of time. There are firms in existence who specialize in finding incriminating information in computer systems, including files deleted months or years ago that still reside inside backup tapes, diskettes, or hard drives.
- C. As use of E-mail systems grow, it becomes increasingly important for each member to use care and caution when sending messages to one another. People nationwide use E-mail and many feel free to swap offensive jokes, stories and other inappropriate messages. The following advice is provided to all members for considering what is appropriate for sending in an E-mail message.

Ask yourself: would I want a jury to read this E-mail?

Be polite. Make sure short messages don't come across as brusque or curt.

Don't send offensive jokes or frivolous messages.

Don't write anything you wouldn't want repeated. E-mail can be forwarded to hundreds of people, in and out of our organization.

Work out problems face-to-face, not on E-mail.

Protect your password, and always log off when not using the system.

3.2 The user's department head and the city manager are responsible for taking action to remove access to Internet resources or E-mail and institute appropriate disciplinary action if the user violates any of these provisions.

4.0 PROHIBITED USES

4.1 Illegal activities;

4.2 threats;

- 4.3 harassment;
- 4.4 slander;
- 4.5 defamation;
- 4.6 sexually obscene/offensive messages, materials, or images;
- 4.7 racially offensive or derogatory material/messages;
- 4.8 political endorsements;
- 4.9 commercial activity;
- 4.10 to send chain letters;
- 4.11 to send copies of documents in violation of copyright laws;
- 4.12 to compromise the integrity of the City in any way.

5.0 ACCESS VIOLATIONS

It is a violation of the City's policy for any user to use the electronic mail and computer systems for purposes of satisfying idle curiosity about the affairs of others, with no substantial business-related purpose for obtaining such access to the files or communications of others.

6.0 MONITORING OF ELECTRONIC MAIL

- 6.1 All electronic mail messages are the property of the City. As a matter of general policy, the City may monitor electronic mail messages and internet usage.
- 6.2 The City reserves the right to access messages under the following circumstances or whenever it is determined by the City Manager that the reasons for doing so are consistent with the City's need for supervision, control and efficiency in the workplace:
 - A. Upon leaving employment with the City for any reason, a user's mail may be accessed for the purpose of saving those messages that pertain to City business;
 - B. If required by law to do so;
 - C. When necessary to investigate a possible violation of a City policy;
 - D. In the event there is reasonable suspicion that a user has committed or is committing a crime against the City or for which the City could be held liable;
 - E. In the event there is reasonable suspicion that a user has violated any of the prohibited uses listed under section 4.0 of this Administrative Policy.
- 6.3 No City employee will conduct monitoring of electronic mail messages unless directed by the City Manager to do so.

EFFECTIVE: 11-20-98

LAST REVISED: 12-23-03

CITY MANAGER APPROVAL: _____

Bill Shipp

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**CITY OF COMMERCE INTERNET AND E-MAIL
ACCEPTABLE USE AGREEMENT**

Effective performance of computer and telecommunications networks, whether local or global, relies upon users adhering to established standards of proper conduct. This agreement defines the responsibilities of members of the City of Commerce government using Internet services provided with public funds. In general, it requires appropriate, efficient, ethical, and legal utilization of network resources. If a user violates any of these provisions, his or her access to the resources will be denied and disciplinary action will be taken. This resource, as with any other public resource, demands those entrusted with the privilege of its use be accountable. Therefore, use of city Internet resources must be in direct support of the assigned duties and responsibilities of the user.

1. Use of Internet resources must be supportive of organizational objectives and be consistent with the mission of the City of Commerce.
2. Users must abide by copyright, contract, and other local, state, and federal laws and city administrative policies, as well as individual department guidelines.
3. Use of Internet resources for commercial use or profit is prohibited.
4. Extensive use of Internet resources for personal use is prohibited.
5. Internet accounts are to be accessed only by the authorized owner of the account. Confidentiality of passwords and use accounts must be protected. Individual users can be held accountable for use of their account by others.
6. Intentional use of Internet resources to access, transmit, or process obscene material, inappropriate text or graphic files, or files dangerous to the integrity of the network are prohibited.
7. Users must abide by generally accepted network etiquette.
8. Users must abide by the acceptable use policy of any accessed network.
9. Users and their department are jointly responsible for understanding the terms of this agreement and monitoring the continued applicability of this resource to the user's assigned duties and responsibilities.

E-mail Privacy - All members should be aware that confidentiality of electronic mail cannot be assured and that any communications which need to remain confidential should not be sent over the Internet. People tend to speak freely through E-mail because they falsely assume their messages are private and will be read only by the person receiving it. Even when an E-mail message is erased, it is still retained for a period of time. There are firms who specialize in finding incriminating information in computer systems, including files deleted months or years ago that still reside inside backup tapes, diskettes, or hard drives.

E-mail Etiquette - As use of E-mail systems grows, it becomes increasingly important for each member to use care and caution when sending messages to one another. People use nationwide use E-mail and many feel free to swap offensive jokes, stories and other inappropriate messages. The following advice is provided to all members for considering what is appropriate for sending in an E-mail message.

1. Ask yourself: would I want a jury to read this E-mail?
2. Be polite. Make sure short messages don't come across as brusque or curt.
3. Don't send offensive jokes or frivolous messages.
4. Don't write anything you wouldn't want repeated. E-Mail can be forwarded to hundreds of people, in and out of our organization.
5. Work out problems face-to-face, not on E-mail.
6. Protect your password, and always log off when not using the system.

I accept the terms and individual responsibilities for Internet and E-mail use.

User

Date

Department Manager/City Manager

Date

Return signed copy to the Administrative Services Department. A copy will be placed in the official personnel folder.