

ARTICLE XII.

USE OF TOWN COMPUTERS AND COMMUNICATION EQUIPMENT

SECTION 1

E-MAIL, COMPUTER, AND TELEPHONE COMMUNICATIONS

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Town and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to facsimiles, computers, and copy machines for private purposes is prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so. All pass codes are the property of the Town. No employee may use a pass code or voice-mail access code that has not been issued to that employee. Moreover, unacceptable use of the e-mail system will not be tolerated. Employees who violate these policies are subject to disciplinary action, up to and including discharge.

Unacceptable use of the Town's e-mail and voice mail services is based on common sense, common decency, and civility applied to the electronic communications environment. It is anticipated that the Town e-mail and voice mail services will be utilized primarily to facilitate the delivery of services to our customers, and to assist in the day-to-day operation of the Town. Unacceptable uses of the Town's e-mail system include, but are not necessarily limited to, the following:

- Using e-mail or voice mail for unauthorized transmission of highly confidential or sensitive customer or proprietary material outside of the office
- Using e-mail for any business or commercial purposes other than the Town's delivery of services to its customers
- Misrepresenting your identity or affiliation in any e-mail or voice mail communication
- Sending harassing, intimidating, abusive or offensive material to, or about, others
- Intercepting, disrupting or altering electronic communications messages or data packets
- Using someone else's identity and/or password to send or receive e-mail or voice mail.
- Receiving or transmitting sexually explicit material of any type
- Posting unauthorized newsgroup or bulletin board messages on behalf of the Town
- Causing, directly or indirectly, excessive strain on any computing facilities or resources, or unwarranted or unsolicited interference with others' use of e-mail, e-mail systems, or voice mail systems. Such activities include, but are not limited to, Internet streaming audio or video and the use of e-mail services:
 - (i) to send or forward e-mail chain letters;

- (ii) to "spam", that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and
- (iii) to "letter-bomb", that is, to resend the same e-mail repeatedly to one or more recipients in order to purposely interfere with the recipient's use of e-mail.
- (iv) to e-mail for any purpose which violates federal or state laws

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town's legitimate business interests, authorized representatives of the Town may monitor the use of such equipment. This may include listening to stored voice-mail messages, reviewing e-mail messages and monitoring computer and Internet use.

SECTION 2

STATEMENT OF POLICY FOR USE OF TOWN COMPUTER RESOURCES

The Town provides computer workstations and software to its employees with the objective of assisting them in serving the Town's citizens. To ensure that the computer resources are used properly by its employees, the Town has created this Computer Use Policy.

The implementation of this policy is intended to minimize system downtime; to protect the security and integrity of the data stored on the town's computers; to insure that all software installed on the town's computers complies fully with the terms and conditions of any applicable software licenses; and to promote proper and cost-effective utilization of the Town's human and technological resources. For the purpose of this policy statement:

- the term "computer resources" shall mean any portions of the Town's computer network wherever they may be located. Computer Resources includes but are not limited to: networked computers, servers, stand-alone computers, laptops, software, data files and all internal and external communication services.
- the term "users" refers to all employees, contractors, consultants, vendors, temporary workers or other persons who use Town computer resources
- the term "non-Town software" shall mean any application software for which the ownership or license is held by any entity other than the Town.

SECTION 3

NO EXPECTATION OF PRIVACY

The computers and computer accounts given to users at the Town are to assist them in their day-to-day operations. Users should not have an expectation of privacy in anything they create, store, send or receive on these computer resources. In addition, use of passwords to gain access to the computer system does not imply that users have an expectation of privacy in the material they create or receive on Town computer resources.

The computer resources of the Town are Town property. Additionally, all information sent or received on these computer resources is and remains the property of the Town. They are not the private property of any employee. The Town has the right, but not the duty, to monitor any and all aspects of its

computer resources, including but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet or other computer resources and reviewing e-mail sent and received by users.

SECTION 4

USE OF COMPUTER RESOURCES

The computer system is the property of the Town and may only be used for the business purposes of the Town. Users are permitted access to computer resources to assist them in the performance of their jobs. Occasional, limited, appropriate personal use of the computer system is permitted provided that the use does not (1) interfere with the user's work performance; (2) interfere with any other user's work performance; (3) have undue impact on the operation of the computer system; or (4) violate any other provision of this policy or any other policy, guideline, or standard of the Town. At all times, users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Personal use of the computer system is a privilege that may be revoked at any time.

Access to all software applications loaded on Town PCs is restricted to Town personnel only.

SECTION 5

USE OF THE INTERNET

The Town maintains a connection to the Internet including access to the World Wide Web (WWW), Newsgroups, File Transfer Protocol (FTP), and other services. These, and all other services that can be obtained using the Internet, are collectively referred to below as "Internet access." Internet access is provided by the Town to assist in the conduct of business. The following policies apply to the use of this Internet connection (please also refer to the separate policy regarding e-mail):

1. Internet access is reserved for the conduct of Town business and may be used for occasional off-duty personal information gathering from time to time; however, use of the Town's Internet access for personal business ventures is prohibited.
2. Internet access may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
3. Internet access is not to be used to send or receive offensive or disruptive information. Among those which are considered offensive is information which contains sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
4. Internet access shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
5. Software downloaded using Internet access cannot be installed on Town hardware without prior permission of the IT Office.

6. The Town reserves and intends to exercise the rights to review, audit, intercept, access and disclose information, received or sent using Internet access for any purpose.
7. Certain types of Internet access can generate excessive e-mail traffic on Town hardware, which could overburden this equipment. The use of these types of Internet access should be limited to Town business only. Participation in any chat rooms, instant messenger, and non-professional newsgroups or forums using the Town's Internet access, computers or network is prohibited.

SECTION 6

USE OF NON-TOWN SOFTWARE

It has been determined that the installation and use of non-Town owned software can pose a number of serious threats to the Town's computer resources. These threats include the loss of town data resulting from computer viruses; the loss of employee time spent diagnosing and correcting problems created by computer viruses; the loss of employee time spent diagnosing and correcting problems created by the installation of software that is incompatible with the Town's existing software; and the loss of employee time resulting from inappropriate use of software. In order to minimize these risks, and to maximize the overall utility of the Town's considerable investment in computer technology, the following policy applies to all users:

1. No non-Town software including software downloaded from the Internet or received via e-mail will be installed on any Town PCs or network servers except by IT Office personnel.
2. Prior to installing any non-Town software, the IT Office will determine whether the software has a valid application to the performance of town services.
3. After consultation with the users, the IT Office has been advised to remove any unauthorized non-Town software discovered on Town PCs or servers.
4. Prior to installing any non-Town software, the IT Office will perform a virus check on the incoming software.
5. The installation of game software on Town PCs and network servers is prohibited as a matter of Town policy.
6. The use of games that can be played over the network, and which allow multiple interactive players is prohibited.

As a condition of employment and continued employment, employees are required to sign a Receipt and Acknowledgment of the Personnel Plan form. Applicants are required to sign this form on acceptance of an employment offer by the Town.