



Administrative Regulations

Number AR 8-30
Issue 2

Subject: Use of City Computers and Related Equipment and Use of E-mail and Internet

I. Purpose

The purpose of this regulation is to set forth a Citywide policy to guide the appropriate use of City-supplied computers and related equipment, networks, software, e-mail and Internet access by employees and contractors and to ensure City computer resources are secure and reliable while enhancing the productivity, efficiency and effectiveness of City operations.

II. Scope

All current employees and contractors (hereafter "covered individuals") who have access to the City's computers and related systems and who work in departments and offices directly responsible to the City Manager are covered by this regulation. It is requested that elective offices and other independent offices, commissions, boards, and departments also comply with this regulation.

III. Policy

The following policy applies to all covered individuals in their use of computers and other City technology:

- A. All City computers (including laptop/notebook computers) and related equipment are formal communication and analytic tools. They should be used for City business-related purposes in a professional and courteous manner. Any use of City computer equipment for personal purposes, including sending and receiving e-mails and Internet access, shall be limited to brief, infrequent usage dealing with personal family matters that can only be addressed during work hours. Such use may be made only during the time an individual is relieved from duty, such as breaks or lunch period. No personal use of City computer equipment shall interfere with the efficient provision of work.

- B. All files, including e-mails, are property of the City and are subject to audit and review even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy. City computers and related equipment/systems are the sole and exclusive property of the City and may be monitored when the City deems it necessary to do so.
- C. City e-mail users should use care when sending e-mail messages from City supplied e-mail addresses. Messages should be professional. The text of any e-mail should be appropriate to be sent as a signed letter on City letterhead. E-mail users should consider that certain e-mails may constitute electronic public records subject to inspection and copying under the Public Records Act.
- D. Internet access is for City business-related purposes (see section A above). Covered individuals should not have any expectation of privacy regarding websites accessed through the City's computers and network systems. The City will monitor individual Internet access and produce reports documenting Internet use.
- E. Covered individuals are strictly accountable for the use of their personal password as it provides an audit trail for system activity.
- F. Covered individuals shall use a strong password to gain access to the City's computer network. Please refer to AR 8-29 Network Password Policy for strong password guidelines.
- G. Hardware or software, which is requested by a user department, may only be installed, changed, removed or added by authorized personnel.
- H. The following are restricted activities under this policy:
 - 1. The City prohibits unauthorized copying, transfer, or reproduction of City owned software. Loading of privately owned software, or non-City software, must be approved in advanced by authorized personnel.
 - 2. Covered individuals shall not access, take, copy or send data or files that disclose sensitive, personal, confidential or proprietary information without appropriate authorization.
 - 3. Covered individuals shall not attempt to decode system or user passwords; or read, delete, copy or modify data without appropriate authorization; or attempt to gain unauthorized access to any City equipment, computers or technology system.

4. Covered individuals shall not share passwords with anyone. Passwords shall not be revealed in e-mail messages or saved on files in any computer system. All passwords are to be treated as confidential City information.
5. Covered individuals shall not use City computers and related equipment/systems to engage in non-City related charitable or social activities, political activities, regular/union business, commercial use for profit, outside employment, or other activities outside of their job scope without appropriate authorization.
6. Covered individuals shall not use City computers and related equipment, City e-mail or Internet access to create, send, forward, reply to, transmit, store, display, copy, download, read, or print inappropriate material. This includes, but is not limited to, material that is: unlawful or illegal; obscene or pornographic; defamatory; threatening; offensive; or violates the City's discrimination or harassment policies, as well as jokes and chain letters.
7. Covered individuals shall not use City computers and City provided Internet access to log on to personal e-mail accounts due to the potential of exposing the City's information systems and network to viruses, worms or other unauthorized programs.
8. Covered individuals shall not download or install audio, video, or data files on City equipment for personal use, including but not limited to, photos, music and movies.

IV. Violation of Policy

Covered individuals who violate this policy may have their computer and technology system usage and access, and related privileges, revoked or suspended, and may be subject to disciplinary action, up to and including termination. Violations of local, state, and federal laws carry additional penalties.

V. Notification

All covered individuals are directed to acknowledge receipt of this policy by signing a condition of employment/service form indicating they have received, read, understand, and will abide by its provisions. If a covered individual declines to sign, a witness shall make a notation that the individual has received the information.

The original form shall be placed in the personnel file and a copy shall be given to the employee, or attached to a contractor's service agreement.

VI. Responsibilities and Guidelines

Covered individuals are responsible for complying with this policy. Managers and supervisors are responsible for enforcing this policy. The Technology Services Department is responsible for assisting and administering the policy.

VII. Definitions

- A. "Personal Computer" -- means a microcomputer designed for individual use for applications such as word processing, financial analysis, data management, and graphic presentations and to access e-mail and the Internet.
- B. "E-mail" -- means messages entered into a personal computer or personal communications device and sent to a receiving personal computer or device. This refers to e-mail on the City's network and on the Internet.
- C. "Internet" -- means a world-wide collection of publicly accessible networks linked together for the exchange of information and services.
- D. "Independent Contractor" -- means a person who contracts to supply certain materials or do certain work for a stipulated sum for the City; not a City employee.

VIII. REFERENCES

Personnel Policy 1.11 -- Use of City Computer and Related Equipment and Use of E-mail and Internet
Administrative Regulation 8-29 -- Network Password Policy

IX. APPENDICES / FORMS

City Computer, E-mail and Internet Use Policy Statement and Conditions of Employment/Service Form