

## City of Hewitt Acceptable Use Policy

**Purpose:** The Purpose of the City's Acceptable Use Policy is to establish guidelines for use of City computers and technology Equipment. This Policy is not intended to be all-inclusive and we can not possible predict every possible situation that may arise in connection with the use of City computers and technology.

**Electronic Mail Communications:** The City of Hewitt provides each department with e-mail access for the purposes of:

1. Promoting partnerships, community involvement and the exchange of information and ideas among citizens, government agencies, community groups and businesses;
2. Providing information about the activities and services of the City of Hewitt; and
3. Providing City services that can be delivered in an electronic medium.

**Right to Access Information:** The e-mail system has been installed by the City of Hewitt to facilitate business communications. Although each department has an individual e-mail account and password, the account belongs to the City of Hewitt and the contents of e-mail communications are accessible at all times by City Management for any business purpose. Those systems shall be treated like other shared filing systems.

All e-mail communications are City of Hewitt records. The contents of e-mail, properly obtained for legitimate business purposes may be disclosed without permission of the employee. Therefore, no confidentiality of e-mail communications shall be assumed.

**Personal use of E-mail:** The e-mail system should be used for official city business. Incidental and occasional personal use of e-mail is permitted, but these messages will be treated as other messages. The City reserves the right to access and disclose as necessary, all messages sent and received over its e-mail system without regard to content. E-mail should not be used to transmit any messages that the employee would not want to be read by a third party. E-mail must not be used for commercial solicitations, promotion of religious or other personal causes or non job-related solicitations. The e-mail system must not be used for any illegal purpose or in any way that would reasonably be interpreted as insulting, disruptive or offensive to other persons or harmful to employee morale. Forbidden transmission include but are not limited to: solicitations, sexually-explicit messages, gambling, unwelcome propositions, ethnic or racial slurs or any message that can be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin or religious or political beliefs.

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail messages.

Use of the City e-mail system in violation of these guidelines may result in disciplinary action, up to and including termination.

**Internet/Intranet Use:** The City of Hewitt provides employees with Internet access for the purposes of:

1. Promoting Partnerships, community involvement and the exchange of information and ideas among citizens, government agencies, community groups and businesses;
2. Providing information about the activities and services of the City of Hewitt; and
3. Providing City services that can be delivered in an electronic format.

Use of Internet: Individuals may be granted use of Internet following appropriate training and installation of software. Appropriate training will be provided by City staff, under the direction of the City Council.

Users must comply with all software licenses, copyrights and all other State and Federal laws governing intellectual property.

Individuals who are not City employees will not be granted use of or privileges to City Computers or communication systems except the use of a designated public computer for purposes of accessing appropriate information.

Downloading Information/Files: Users may not download or place any computer programs or software inside or outside of the City on City owned computers, laptops, workstations or network servers unless these items have been approved by City management.

Managements Right to Access Information: Internet access has been installed by the City of Hewitt to facilitate work related communications. The system and its components are the property of the City. Internet activities are accessible to City Management at any time. These systems should be treated like other shared filing systems.

The City of Hewitt may monitor all Internet uses. The contents of all cookie files, cache files, history files and e-mail may be disclosed without permission of the employee(s). Employees should not assume any activity on City Computers or City Equipment is confidential. Information transmitted over the Internet is never private. Any information transmitted via Internet must be treated as available to the public unless it is confidential and properly encrypted.

Personal Use of Internet: The City's Internet access should be used for official city business. However, incidental and occasional personal use of the Internet is permitted. The City reserves the right to access and disclose as necessary all information sent over its Internet system without regard to content. Employees shall not use the City's Internet access to transmit any message or data that the employee would not want read by a third party. The system shall not be used for commercial non job-related solicitations, access to adult entertainment or related sites, promotion of religious or political causes or for any other personal promotions or causes.

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the Internet.

Use of the City's Internet systems in violation of these guidelines may result in disciplinary actions, up to and including termination.

Use of public resources by City employees for personal gain is prohibited and may result in disciplinary actions, up to and including termination.