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| Town Of Sutton |

**Computer, Email and Internet Use Policy**

**Computer, Electronic Mail and Internet Use Policy**

The Town is continuing to improve the efficiency of information flow with electronic communication services, such as local and wide area computer networks, internet, and electronic mail (e-mail). Many town employees and board members are provided with e-mail and Internet access as a tool to improve their access to information and provide an additional means to communicate with co-workers, customers and vendors.

In order to provide these tools to its employees, the Town will continue to invest in computers, applications and servers. This equipment and applications are the property of the Town. The Town reserves the right for legitimate business purposes to monitor review and retrieve any information stored on or transmitted with Town equipment and, therefore, users should not have an expectation that their e-mail communication, or documents stored on Town equipment, will remain private.

The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities and where appropriate, disciplinary action. If such an event should occur, the Town will fully comply with the authorities to provide any information necessary for the litigation process.

This policy applies to every employee, board member (elected or appointed), contractor or remote user who is provided access to the Town’s computers and network resources.

**User Accounts and Access**

Each Town employee who needs access to the Town’s computer network will be given a unique user account. Once a user receives a user ID to access the network and corresponding computer systems, the user is solely responsible for all actions taken with his or her assigned user ID.

Sharing the employee’s user ID with any other person is prohibited. If an employee does share the user ID with another person, the employee will be solely responsible for the actions that person takes using the user ID. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.

Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation, regardless of system location or time duration.

Duplication or installation of unauthorized software is prohibited. Software that is not purchased/licensed by the Town is considered unauthorized.

## Network Security

As a user of the network, the employee may be allowed to access other networks (and/or the computer systems attached to those networks). The following activities are prohibited:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the local/remote system.
3. Decryption of system or user passwords.
4. The copying of system files.
5. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
6. Intentional attempts to "crash" network systems or programs.
7. Attempts to secure a higher level of privilege than authorized on network systems.
8. The willful introduction of computer "viruses" or other disruptive/destructive programs into the Town’s network or into external networks.

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#### **Internet Use and Access**

Internet access through the Town-provided network is intended for business use, including finding vendor information, government information, research, and communicating with colleagues and residents for government-related purposes. Internet usage may be monitored.

The Town allows users the privilege of Internet access for limited personal use, such as looking at home pages and sending e-mails to friends. This privilege of personal use of the Internet is subject to the terms and conditions established by the Town herein, and as they may be amended from time to time, and may be withdrawn in the future, with or without cause, in the discretion of Town management.

Any personal use of the Internet must be on the employee’s own time, and must not interfere with the Town’s operation or the user's work responsibilities. The internet should not be used for personal electronic commerce.

At no time may users access inappropriate web sites, such as those hosting pornography, obscene materials or gambling enterprises.

The use of any element of the Town’s computer system, including Internet access, for the receipt or transmission of information disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or religion is not permitted under any circumstances.

The Town reserves the right to monitor a user’s history of web sites visited, and Internet access and use in order to ensure compliance with this policy.

# Electronic mail (e-mail) access and use

E-mail is an effective tool for sharing and disseminating information. Since the Town’s e-mail system is linked to Internet systems, users can communicate with colleagues in state agencies, vendors and residents. This electronic communication promotes better information exchange between peers and residents.

As with all of the Town’s assets, the e-mail system is intended to be used for work-related purposes, and in ways consistent with the Town’s overall policies. The system may not be used in any way that is disruptive to the operation of the Town or offensive to others.

Employees should take care in disseminating their email address. Email Addresses should not be given out to non-work related businesses or retail sites.

The use of e-mail for the transmission of information disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or religion is not permitted under any circumstances. Users should keep in mind that material which one person finds humorous can be offensive to others.

Likewise, electronic mail is not to be used to solicit others for commercial ventures, religious or political causes or outside organizations, or personal gain (including, but not limited to, "chain letters" and/or requests for donations).

The use of broadcast mail (sending the same message to a group of employees) places stress on the e-mail system and has the potential for generating undesirable volumes of junk mail or spam. Therefore, it should be selectively used only for work-related reasons, and with appropriate supervisory approval.

Confidential information should never be transmitted or forwarded to outside entities or individuals not authorized to receive such information, or to Town employees having no business reason for to have such information.

It is emphasized that the privacy and confidentiality of e-mail transmissions cannot be assured. E-mail transmissions may be subject to disclosure through legal proceedings or otherwise through various laws which may be held to apply to such transmissions.

# Expectation of privacy

Authorized Town personnel must have unrestricted access to e-mail and related information stored on Town-owned computer equipment. This access is required for reasons that include retrieving business-related information, troubleshooting hardware and software problems, preventing unauthorized access and system misuse, deterring use that is contrary to the Town’s policy, ensuring compliance with software copyright and distribution policies, and complying with legal and regulatory requests for information.

The Town reserves the right for legitimate business purposes to monitor review and retrieve any information stored on or transmitted with Town equipment and; therefore, users should not have an expectation that their e-mail communication, or documents stored on Town equipment, will remain private. For this reason, users are advised to use discretion in drafting e-mail messages, and are cautioned not to "say" things by e-mail that they would not want to be viewed by others.

**Town of Sutton Computer, Email and Internet Use Policy**

Please fill in all information below and return to the Town Administrator.

Thank you

I am in receipt of and have read the Town of Sutton computer, Email and Internet Use Policy

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Board/Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_