

COMPUTER SYSTEMS, INTERNET, AND ELECTRONIC MAIL (E-mail)

January 2004

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A. APPLICABILITY

This policy outlines guidelines pertaining to Tooele City's computer systems and shall include all hardware, software, laptop computers, networks, computer hard drives, electronic records, files, disks, Internet access, electronic mail (e-mail) systems.

B. DISCLAIMER

This policy has been developed to help ensure the efficient operation of City systems, to help maintain the integrity of our systems, and to provide acceptable use guidelines to our employees. Due to changes in technology and harmful viruses, ***Tooele City reserves the right to announce temporary or immediate changes to this Section when required to maintain systems integrity.*** An example may include a serious harmful virus being introduced into the system and employees are notified that external e-mail communications are prohibited until further notice.

C. PROPERTY OWNERSHIP, PRIVACY, & MONITORING

1. The computer system, Internet, and e-mail systems are City property. All data and electronic messages within the system are the property of the City of Tooele. IP Addresses and network information may not be communicated to individuals outside of the City network.
2. Employees shall have no expectation of privacy when using the City's computer systems, Internet, or e-mail. The City has the right to monitor, inspect, and review any data, including e-mail contents and Internet records, transmitted or stored on City computers or equipment without the employee's consent. The City's Information Systems Specialist is authorized to monitor electronic mail (not necessarily to read each e-mail) through regular computer and network maintenance.
3. Tooele City is not obligated to monitor employee communications.
4. When necessary to conduct City business or as permitted or required by law, the City may disclose the contents of and copy data, including e-mail communications and Internet records, stored on the City computer systems and equipment without the employee's consent.

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D. SOFTWARE & LICENSES

The City purchases, owns, and administers the necessary software and licenses installed on City computers and networks. Employees may not rent, copy or loan the software, or its documentation. The City has invested much time and money to secure its computer systems from intrusion and harmful viruses. Therefore, employees may not provide alternative software. The City's designated Information Systems Specialist will authorize installation of all software on the City system. Employees may be held responsible for any damages caused by unauthorized software or viruses they introduce in the City system.

E. PASSWORDS

Consistent with the privacy notice above, use of confidential passwords does not suggest that employees have an expectation of privacy or property right of the employee. Passwords should be periodically changed to ensure security of the computer system. Users should not share their passwords with anyone else.

F. ALLOWED AND PROHIBITED USES

The computer systems are designed to facilitate City business and communication among employees and other business associates. Tooele City's computer systems may not be used for personal use except, incidental/occasional e-mail and Internet use is allowed provided it is not for one of the following prohibited purposes:

Note: Tooele City understands that employees may involuntarily receive or inadvertently open material that is listed below as prohibited. For purposes of this Section, "access to or accessing" is defined as opening or searching for material that the employee knew or should have known what the content of the material was.

1. Anything that is illegal;
2. Allowing family or non-City employees to use the system;
3. Communication or access to material that may be construed by others as derogatory, insulting, profane, insulting, disruptive, offensive, abusive, advocating violence, or threatening;
4. Communication or access to material that is profane or sexually explicit in nature including language, images, sounds, or messages;
5. Communication or access to material that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, or religious beliefs;
6. Access or use that is for employee personal gain or to support or advocate non-City-related business purposes;
7. Transmission of political messages;
8. Solicitation of funds for political or other purposes;
9. Use that discourages productivity including group or mass mailings of jokes, chain

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- letters, and non-business-related photographs, Internet surfing and computer games;
- 10. Accessing or participating in chat rooms;
- 11. Downloading screen savers, music, movies, or other non-work related material;
- 12. Solicitation or access to material that is for non-business related commercial activities, religious causes, or other non-job-related solicitations; and
- 13. Use of sniffer or hacker software;
- 14. Any other use that may compromise the integrity of the City systems and its business in any way.

G. EXCEPTION TO PROHIBITED USE

Law enforcement personnel and legal staff may engage in use that is listed as prohibited when such use is necessary to perform their law enforcement and legal duties and he/she has received advance approval from his/her supervisor. It is recommended that supervisors provide the IS Specialist with notice of authorized use.

H. E-MAIL SPECIAL GUIDELINES

The e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information that may be more appropriately communicated by written memorandum or personal conversation. E-mail messages are capable of being forwarded without the express permission of the original author. E-mail messages are also routinely passed through routers before they reach the final destination. A message is touched many times before it gets to its recipient and the message author should be aware of this. Therefore, users must use caution in the transmission and dissemination of messages outside of the City.

I. RETENTION OF ELECTRONIC RECORDS

- 1. Setting standards for both casual and official correspondence is the responsibility of the individual department and is the same for e-mail and computer files as for other forms of written and verbal correspondence.
- 2. Electronic files including e-mail generated or received on the City system may be public records and may be subject to public inspection. Public requests for electronic records will be handled in compliance with the Government Records Access and Management Act. If a request is made to inspect electronic records the City shall consult with the City Attorney or his/her designee for determining whether the correspondence is a public record prior to releasing the record.

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3. Employees should be aware that when they have deleted an e-mail message from their workstation mailbox, it might not have been deleted from the central e-mail system. The message may be stored on the computer's back-up system for an indefinite period.
4. Employees should archive all official and/or substantive e-mail messages, as they would paper letters and memoranda. Casual, personal, non-substantive, advertisement, and other such e-mail messages should be deleted as soon as possible after receiving or sending them. All unachieved e-mail messages may be deleted by Tooele City through the designated IS representative on the first day of every calendar month.

J. CITY WEB SITE

1. The Tooele City web site has been developed to convey information pertaining to local government operations, community-wide events, City activities, and items of interest pertaining to promoting Tooele City.
2. Out-of-area events that are open to Tooele City citizens will take low priority and may be considered based on space and time permitting.
3. Examples of prohibited postings include:
 - a. Classified advertisements;
 - b. Denominational advertisements; or
 - c. Commercial business gain that is not of global public interest or is not a City-sponsored project such as downtown revitalization efforts.

K. REPORTING VIOLATIONS

Employees may report violations of this policy to their supervisor, department head, the human resource director, or Mayor. To the extent possible, reports shall be handled with confidentiality.

L. PENALTIES

The misuse of Tooele City computer systems, Internet, or e-mail may be considered sufficient case for disciplinary action in compliance with Tooele City's disciplinary policies, up to and including, termination. In addition, violations of this Section or misuse of the e-mail and Internet system may be referred for criminal prosecution if warranted.