

Email & Internet Use Policy

WHEREAS, the internet is an important means of communication and research for the City of Funtown; and

WHEREAS, there is the potential the internet and email to be used to harass individuals or obstruct City operations; and

WHEREAS, there is the potential that the conduct of City officials and employees while using internet and email can damage City computers or hinder their operation; and

WHEREAS, the City Council wants officials and employees to have access to the internet and email in order to conduct legitimate City business; and

WHEREAS, it is inappropriate for City officials and employees to conduct personal affairs on City-funded internet and email accounts while on duty at the expense of City efficiency and effectiveness; and

WHEREAS, the City Council has a legitimate interest in preserving the City's public image and ensuring that City equipment, funds and services are not used for illicit internet purposes.

NOW, THEREFORE, it is hereby ordered by the Funtown City Manger:

A. CONDITIONS

- (1) Use of City of Funtown computers to access the internet or electronic mail (i.e., "email") is a *privilege* of employment, not a right.
- (2) Employees whose jobs require them to conduct research or communicate on-line may be granted authorization to access the internet or email at the City Manager's discretion.
- (3) The City provides computers and internet / email access as deemed necessary by the City Manager.

B. USAGE

- (1) City computers are to be used primarily for conducting City business. City Computers are not to be used for conducting Personal business.
- (2) Incidental and infrequent personal use of City computers and City internet / email access is allowable provided that it does not hinder or interfere with conducting City business. Limited personal use of City internet or email accounts is best conducted while on break.

C. PRIVACY

- (1) City officers and employees have no reasonable expectation of privacy on City computers, internet or email.
- (2) The City has the right to view and inspect all City computers, including information accessed, downloaded, viewed, sent or received over the internet or by email.
- (3) Much of the information generated by or stored on City computers or obtained through City internet or email access is public information that is subject to mandatory disclosure under the Texas Public Information Act, or other law.
- (4) Use of City computers and internet or email accounts constitutes consent by the City employee for City inspection of those computers and internet or email accounts, and data transmitted thereon.

D. PROHIBITIONS

- (1) No employee may download any software or program onto City computers without the express written authorization of the City Manager or the City Secretary.
- (2) No employee may use City computers or City-funded internet / email accounts in a manner that neglects the employee's assigned duties or interferes in City operations.
- (3) No employee may use City computers or City-funded internet / email accounts to participate in on-line chat rooms, unless those chat rooms are sponsored by legitimate professional organizations relevant to municipal government, and such participation is approved in advance by the City Manager or City Secretary.
- (4) No employee may use City computers or City-funded internet / email accounts to invite an employee on a date or make sexual propositions of employees.
- (5) No employee may use City computers or City-funded internet / email accounts to harass or otherwise interfere with a City employee. This prohibition includes but is not limited to harassment stemming from an employee's race, ethnicity, color, sexual orientation, gender, age, or marital status.
- (6) No employee may use City computers or City-funded internet / email accounts to send or distribute off-color jokes, articles or stories that are lewd and a reasonable person would find them to be offensive.
- (7) No employee may use City computers or City-funded internet / email accounts to send or distribute worms or viruses. Officers and employees who have received a worm or virus

must immediately notify the City Manager or City Secretary.

- (8) No employee may use City computers or City-funded internet / email accounts to send threatening messages to any other person or institution.
- (9) No employee may use City computers or City-funded internet / email accounts to view, download, or distribute pornographic material, including obscene images or text.
- (10) No employee may use City computers or City-funded internet / email accounts to disclose, release or otherwise transmit confidential or privileged information belonging to the City without the express permission of the City Manager or City Secretary.
- (11) No employee may use City computers or City-funded internet / email accounts to store personal information (i.e., that information which is not directly related to City business). Officers and employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet / email accounts.
- (12) No employee may use City computers or City-funded internet / email accounts to delete or remove programs installed by the City or delete data prepared by or for the City that is related to City business.
- (13) No employee may use City computers or City-funded internet / email accounts to operate a private business, do work for another employer, or conduct political campaigns. This prohibition does not apply to the preparation and generation of election notices and related documents required by law.
- (14) No employee may use City computers or City-funded internet / email accounts to violate another person's privacy, perform an illicit act, or commit a crime.

E. ENFORCEMENT

- (1) Officers and employees shall report violations of this Policy to the City Manager or City Secretary.
- (2) The City Manager may suspend or revoke an employee's internet or email access privilege for violation of this Policy.
- (3) Violation of this Policy is basis for disciplinary action, up to and including termination.
- (4) The unauthorized disclosure of confidential or privileged information belonging to the City is basis for disciplinary action, up to and including termination, and may be punishable as a criminal misdemeanor.