

# TOWN OF MARION

## INTERNET/E-MAIL POLICY

The Town is pleased to offer internet/e-mail to its employees and hopes that it will assist those working in the Town to better serve its constituency. Town employees have an obligation to use their access to the internet in a responsible and informed way, conforming to network etiquette, customs and courtesies.

1. The following activities are strictly prohibited:

- Any illegal activity, including, but not limited to, the transmission of copyright or trade secret material, the transmission of obscene or threatening material, or the participation in any type of criminal activity
- The transmission of materials used for commercial promotion, product endorsement, or political lobbying
- Attempts to violate the computer security systems implemented by the Town of Marion or other institutions, organizations, companies or individuals
- Software piracy, or the downloading and transferring of software for which the user does not have proper licensing.

2. E-mail and other online services are the property of the Town of Marion, and should be used for business purposes relative to the Town/Department. Personal use of any of the systems or misuse of these systems may result in serious disciplinary action by the Town/Department, up to and including, dismissal. Examples of misuse include, but are not limited to, disruptive or offensive messages containing sexual implications, racial or gender-specific slurs, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability. Use of Town internet service is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

3. E-mail messages are considered public records and are, therefore, legally discoverable and subject to record-retention policies. Employees should not expect that e-mail messages (even those marked personal) are private or confidential. Employees shall not read e-mail received by another employee, when there is no business purpose for doing so. Employees shall not send e-mail or access the internet under another employee's name without authorization.

4. Use of the Town's system constitutes consent to monitoring of e-mail transmissions and other on-line services and is conditional upon strict adherence to this policy. The Town authority may periodically monitor e-mail messages. Reasons for doing so include, but are not limited to: system checks, review of employee productivity when employee productivity is called into question by a supervisor or manager, investigation into claims of inappropriate use of the Town's internet or on-line services.

5. All users are expected to undertake precautions to prevent infection of Town computer by viruses. In particular, executable programs imported from other sites to Town computers must not be used unless the System Administrator has authorized them and they have been subjected to virus detection procedures approved by the System Administrator. The System Administrator may, from time to time, impose additional restrictions or regulations on the importing of remote files and such restrictions or regulations shall be considered part of this policy.

6. Notwithstanding the provisions of Section 1 above, political lobbying or other activities that may be deemed to be political in nature shall be permitted to the extent that such activities are part of the official responsibilities of an employee, provided that such activities relate to political issues, rather than to specific political candidates. For further clarification, please see bulletin OCPF-IB-92-01, issued in June, 1992 by the Office of Campaign and Political Finance: *The Application of the Campaign Finance Laws to Public employees and Political Solicitation*. Your department head, at your written request, may obtain a copy of this bulletin for you.

7. Managers and supervisors are responsible for ensuring that all of their employees using computers have read this policy and understand its applicability to their activities.

8. The department Head is responsible for ensuring that any employee who will be given access to internet services has read and signed a copy of this policy. The System Administrator will not give access to an employee unless it receives a copy of this policy signed by the employee and the department head. A signed copy will be placed in the employee's personnel file.

9. E-mail and internet are work tools. The appointing authority and/or department head shall deem who appropriately can utilize such e-mail/internet to better perform their job duties.

I have read and understand the above policy

Employee \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

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- This employee is approved for intranet mail only
- This employee is approved for internet mail only
- This employee is approved for internet access and mail

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Internet/E-Mail Policy approved by the Marion Board of Selectmen October 21, 2003