

# City of Seaside

## Network, Internet, and E-mail

### Acceptable Use Policies

The City of Seaside is working to develop and maintain a strong information technology infrastructure to equip its departments and employees with the tools necessary to work effectively.

Acceptable use policies have been developed to focus the use of the City's technology to business purposes without constraining its employees with strict policies. The purpose of the policies is to protect the City's network and data so that network users have a reliable system. As a result, there are restrictions on network downloading and installation rights, access to inappropriate Internet sites, and the improper use of e-mail. If an employee's use of the network, Internet or e-mail violates the City's policies and/or causes harm to the network, that employee will be subject to disciplinary action.

It is also important that every employee understands that the City reserves the right to monitor Internet use, all e-mail, other computer transmissions, and review all stored information created or received by City employees with any of the City's information systems or other technological equipment. There should be *no expectation of personal privacy* in the use of the network, Internet, or e-mail. All applications and programs, created or stored on the City's information system(s) are City property.

The City's policies regarding the use of the Internet and/or e-mail are intended to help employees fulfill their job responsibilities. If you have any questions about the City's acceptable use policies, please contact your supervisor or department head.

# Information Systems Policy

June 2003

The City of Seaside provides information technology hardware, software, networking and connectivity equipment to enable the City's employees to be efficient and to provide timely products and services to the City's residents and businesses. In order to insure the security of data and the stability of the network, the City's employees must abide by the following regulations:

- Users are responsible for their own files and messages. Users are not authorized to attempt to access, change and/or delete any files and messages that do not belong to them.
- Users must abide by all written and software copyright laws. Users may not make copies of, distribute and/or use City owned software that would be in violation of copyright laws.
- Users may not download and/or install any software program without permission from the Systems Administrator.
- Users may not engage in any activity that will inhibit network performance, such as downloading or uploading large files that are not necessary for his/her job.
- Users are prohibited from attempting to circumvent security and data protection policies.
- Users must immediately report any security violations. Examples of a security violation include: an ability to access confidential information, such as law enforcement or personnel files; ability to use another person's files or e-mail; learning that the network is susceptible to outside tampering; or any outside request for network information, such as server names, passwords, or other technical information.
- Users must report any receipt and/or distribution of pornographic and/or offensive material to the Systems Administrator. Examples of offensive material include material that violates the City's sexual harassment prevention policies, or portrays people of specific ethnicity or gender in a demeaning or discriminatory manner.
- Users must keep their network logon names and passwords private. The usernames and passwords must not be written down and left on or near a workstation. However, passwords may be shared with supervisors and co-workers in order to facilitate the completion of City business.
- Users must not leave their workstation logged onto the Network outside of his/her normal working hours. Upon leaving a workstation, at the end of a work shift, a user must close all files and programs and either log off of the workstation or shutdown the workstation. This will allow for proper file back-ups and network maintenance to occur during periods of reduced network utilization.

# Internet and E-mail Policy

June 2003

The City of Seaside provides Internet and e-mail capabilities to increase an employee's capability to communicate with and research internal and external business entities. To insure a safe Internet and e-mail use environment, the City has developed the following Internet and e-mail acceptable use policy:

- The City provides Internet and e-mail access for City business purposes. However, City employees may use the Internet and e-mail services for occasional personal use which does not violate any of the other terms of this policy, before and after regular work hours, during their meal break, and any other approved break times. The City reserves the right to restrict all personal use of the Internet and e-mail, at the sole discretion of the City.
- The playing of games on City owned computers is not allowed at any time.
- All use of the City's Internet and e-mail service must comply with these policies, regardless of the time of day or night of use.
- E-mail messages and communications via the Internet are considered the property of the City of Seaside, whether of a business or personal nature.
- The City of Seaside shall have the right, but not the duty, to monitor *all* Internet usage and e-mail communications and to limit access to Internet sites.
- The users are required to review their e-mails and delete all unnecessary messages to avoid filling up valuable disk space.
- **Users should also be aware that any communication sent or received on City-owned computers, even for personal use, is subject to disclosure under the Public Records Act.**
- Users must be aware that their e-mails are never really deleted from the system. Every message that a user receives and sends is backed up and stored for tracking and legal purposes.
- Users are responsible for their own files and messages. Users are not authorized to attempt to access, change and/or delete any files and messages that do not belong to them.
- Employees may not share e-mail accounts.
- Users may not knowingly receive any material that may be harmful to the information systems hardware or software, contain vulgar language, pornography, harassing and/or offensive material. At no time will a user knowingly access a pornographic website, or any website containing vulgar or offensive material. The only exception would be for a police officer conducting an investigation necessitating access to such a site. In such case, the officer will notify his/her supervisor of the need for such access either before, or immediately following such access.
- Users may not disseminate information that is offensive, vulgar, or pornographic, or material that may present the City of Seaside in a negative light. If such dissemination is necessary for a law enforcement function, the investigating officer will seek authorization from his/her supervisor prior to the dissemination.

- Users may *not* use the Internet or e-mail for any of the following purposes: to engage in outside employment; to conduct a personal business or any business enterprise; for any political campaign purposes; or for any illegal activities.
- Users should avoid revealing any personal information via the Internet or in e-mails.
- Users may not reveal secure information about the City of Seaside, its information systems, and personnel.
- Users should use proper etiquette while communicating via e-mail and on the Internet. E-mail messages do not convey the same meaning as the spoken word. Therefore, users must be careful to use correct spelling, punctuation and to keep the messages concise.

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**RECEIPT OF THE CITY OF SEASIDE'S  
NETWORK, INTERNET, AND E-MAIL  
ACCEPTABLE USE POLICIES**

I certify that I have received a copy of the City of Seaside's Network, Internet, and E-mail Acceptable Use Policies. I understand that it is my responsibility to read and comprehend these policies. I further understand that if any of this information is unclear or if I have any questions, it is my responsibility to ask for clarification from my supervisor or department head.

I agree to observe and follow the acceptable use policies. I understand that failure to abide by the policies could result in the loss of network privileges and/or other disciplinary actions.

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date