

## City of Albion

### COMPUTER, E-MAIL, INTERNET POLICIES

#### General Computer Policies

1. Only those persons currently employed (or given special permission) are permitted to use any computer resources owned, rented or leased by the City of Albion.
2. Use of the City of Albion's computer resources or Internet connections for gambling, obtaining or distributing pornographic materials, and all other illegal activity is strictly forbidden. The City of Albion actively monitors incoming and outgoing Internet traffic for this type of usage.
3. Only Information Systems personnel or agents contracted by them may install software or hardware on any City of Albion computer system. Information Systems personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.
4. Unless departmental arrangements have been made, always obtain permission from a co-worker before using his/her P.C. Please be considerate. If you must use someone else's PC, do not change their colors or rearrange the screen icons.
5. Do not log in to your colleague's computer account. However, staff may authorize other staff members to use their files and/or directories in cooperative projects.
6. Where copyright laws apply, the City of Albion forbids unlawful copying of any software or manuals.

#### Internet Use

1. Access to the Internet is primarily for the exchange of information and research consistent with the vision, mission, goals and activities of the City of Albion.
2. Access to the Internet is provided as a business tool.
3. Employees are expected to use the Internet solely for job-related research and City of Albion business communications.
4. Employees shall not use the Internet for private or commercial business use.
5. Employees shall not use the Internet for inappropriate or unlawful purposes, including but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing

or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.

6. Internet access records and records of downloaded files are not private and may be occasionally monitored as the City Manager deems necessary.
7. Department Heads shall be responsible to ensure proper employee use of the Internet.
8. Inappropriate or unlawful use of the Internet may result in the loss of access for the user and, depending on the seriousness of the infraction, can result in disciplinary action as deemed appropriate.

### E-mail Use

1. The above rules for the Internet also apply to the use of electronic mail provided to City of Albion employees. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the City of Albion and subject to state archivist rules for retention/destruction.
2. All E-mail originating from or received by City of Albion computer systems is City of Albion property, and is not considered private information.
3. Electronic mail will be monitored by your supervisor and/or the City Manager as they deem necessary.