

MICHIGAN MUNICIPAL LEAGUE

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 League.
2. Use of the Michigan Municipal League's computer resources or Internet connections for gambling, obtaining or distributing pornographic materials, and all other illegal activity is strictly forbidden. The League 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 League 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 League 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 League.
2. Access to the Internet is provided both as a business tool for and a benefit to employees.
3. Employees are expected to use the Internet solely for job-related research and League business communications during work hours.

4. Employees may use the Internet on-site for personal research and communications **outside of work hours**, provided these activities do not result in **additional expenses for the** League and do not interfere with League business. 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 Executive Director deems necessary.
7. Division Managers shall be responsible to ensure proper employee use of the Internet.
6. 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 League employees. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the League and subject to state archivist rules for retention/destruction.
2. All E-mail originating from or received by League computer systems is League property, and is not considered private information.
3. Electronic mail may be monitored by your supervisor and/or the Executive Director as they deem necessary.