

Rec'd 9/00

Boyne City Computer, Internet, E-mail Policy
Adopted by City Commission - 22 February 2000

Purpose: To govern use of the City-owned computer system(s) and access to and usage of publicly accessible computer networks such as the Internet. The procedures and principles presented in this Policy apply to all City employees, elected officials, volunteers, and other affiliates who use City-provided, publicly accessible computer networks such as the Internet, regardless of the user's location, when accessing the network.

General Computer Use

1. Only those persons currently employed (or given written administrative permission) are permitted to use any computer resources owned, rented or leased by the City of Boyne City.
2. Use of the Boyne City computer resources or Internet connections for gambling, obtaining or distributing pornographic materials, all other illegal activity, and the playing of leisure-type recreational games is strictly forbidden. The City of Boyne City actively monitors incoming and outgoing Internet traffic for these types of usage.
3. Software or hardware may be installed on any Boyne City computer system only through the approval of the City Manager or designee of the City Manager. The City Manager or designee of the City Manager may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.
4. Where copyright laws apply, the City of Boyne City forbids unlawful copying of any software or manuals.

Network Security

1. No employee shall use any data or other information on the City's network file server or any City personal computer for personal gain, nor for the advantage of any outside third party, nor in any other way except in accordance with the policies of the City.
2. No employee shall permit any unauthorized person to gain access to the City's computer network system.
3. No employee shall furnish any information to any unauthorized person about the hardware or the software used by the City, nor the method of accessing the City's computer network system.

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 Boyne City and/or an employee's job function(s).
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 City business communications during working 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 City and do not interfere with City 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 or receiving 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 or designee of the City Manager deems necessary.
7. 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.
8. Users understand that use of any City-provided, publicly accessible computer network such as the Internet is a privilege. Unauthorized use of the Internet will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action as deemed appropriate.

E-mail Use

1. The above rules for Internet use also apply to the use of electronic mail provided to City 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 and subject to state rules for retention/destruction.
2. All e-mail originating from or received by the City computer system(s) is City property, and is not considered private information.
3. Electronic mail may be monitored by your supervisor, the City Manager, and/or designee of the City Manager.
4. Prohibited uses of the electronic mail system include, but are not limited to, the following:
 - Use of the system to send chain letters.
 - Use of the system to send copies of documents in violation of copyright laws.
 - Use of the system to compromise the integrity of the City and its business in any way.
 - Use of the system for "moonlighting," job searches, or the advertisement of personal business.
 - Use of the system to send messages containing offensive, abusive, threatening, and/or other language inappropriate for the organization.

The City of Boyne City expects all employees to comply fully with this policy. Any employee found to be violating the Computer, Internet, E-mail Policy will be subject to reprimand or termination on the same basis which would apply to misuse or misappropriation of any other City property or for violations of other City policies.

Acknowledgment: I hereby acknowledge that I have received a copy of the Boyne City Computer, Internet, E-mail Policy, that I understand the policy, and that I will comply fully with it.

Signature: _____ Date: _____
Printed Name: _____ Department: _____

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