

POLICY: Use of Internet/E-Mail

DATED: July 8, 1999

Purpose: To define the proper use of electronic mail and the internet by City employees while continuing to fulfill the needs and expectations of the citizens of the City of Cadillac.

Policy:

Modern information technology (internet, e-mail, etc.) can lead to more effective and efficient administration and performance of City services. Therefore, the City of Cadillac commits itself to providing an environment that encourages the use of computers and information technology systems. It is the goal of this policy to govern the proper use of this information medium and to ensure its use is to facilitate City business/services.

Electronic Mail (e-mail, both internal and external)

1. The City of Cadillac provides electronic mail to its various departments via department heads for the purpose of facilitating City business. Use of e-mail by departmental employees shall be authorized and monitored by department heads.
2. All electronic mail is the property of the City and therefore is not to be considered private. The City reserves the right to review any employee's electronic files, messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law, this policy, and other City policies.
3. Inappropriate use of e-mail/internet shall include, but not be limited to, knowingly transmitting, retrieving or storing any comments a) that are of a discriminatory or harassing nature, b) that are derogatory to any individual or group, c) which are obscene or X-rated communications, d) that are of a defamatory or threatening nature, e) for any other purpose which is illegal or against City policy, or that may compromise the integrity of the City in any way.
4. Each employee who uses any security measures on a City-supplied PC must provide the Information Systems Coordinator with a sealed hard copy record (to be retained in a secure location) of all of his/her encryption keys (if any) for City use if required. (Example: there may be a need for the City to access an employee's system or files when he/she is away from the office).
5. The deletion of files or messages does not guarantee that files or messages are completely eliminated from the system. These files and messages are still within the system and may be accessed and monitored by the City of Cadillac.
6. No e-mail or other electronic communications may be sent which attempt to hide the identity of the sender, or represent the sender as someone else or from another city.

7. Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line service, or internet) are statements identifiable and attributable to the City of Cadillac. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with the City of Cadillac, and the statement might still be legally imputed to the City. All communication sent by employees via a network must comply with this and other City policies, and may not disclose any confidential or proprietary information.
8. Inappropriate use of electronic media can lead to disciplinary actions consistent with the City of Cadillac Personnel Policies Manual.

#### Internet

1. The above rules for electronic mail also apply to the use of the internet.
2. Internet messages are not confidential. Internet access records (i.e., web sites) and records of downloaded files are not private and may be monitored.
3. Access to the internet is for the exchange of information and research consistent with the vision, goals, and activities of the City of Cadillac. City employees shall use the internet solely for job-related research and City business.
4. City employees shall virus scan all files that are downloaded from the internet.
5. Inappropriate use of electronic media can lead to disciplinary actions consistent with the City of Cadillac Personnel Policies Manual.