

## **SECTION 11.9**

### **COMPUTER AND E-MAIL USAGE**

#### **I. PURPOSE**

To establish policies and procedures regarding computer and E-mail usage.

#### **II. POLICY**

Computers, computer files, and E-mail system, and software furnished to employees are City property intended for official, City purposes. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored, and employees should be aware that such uses may be subject to disclosure under state law. The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees, prohibits the use of computers and any E-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures or religious causes, outside organizations, or other non-business matters. The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized the software developer, the City does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation. Personal use of computers is authorized within reasonable limits as long as it does not interfere with or conflict with City business. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. In case of doubt, employees should consult their Department Head or the City Manager.