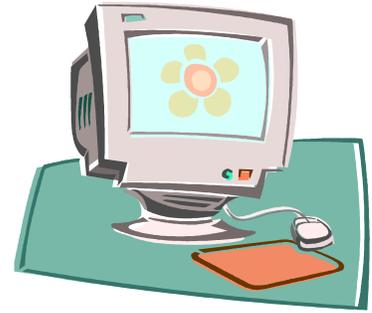


## 9.05 Computer Usage

Effective Date: 4/1/1999

Revision Date: 4/1/2011

Revision Date: 4/1/2015



Computers and internet access to global electronic information resources are provided by the City to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet and social networking usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All data that is composed, transmitted or received via City computer communications systems is considered to be part of the official records of the City and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure the business information contained in email messages and other transmissions is accurate, appropriate, ethical and lawful. Please refer to the City's Business Ethics and Conduct Policy (1.04) and Anti-Harassment Policy (7.04).

The equipment, services and technology provided to access the internet remain at all times the property of the City. As such, the City reserves the right to monitor activity, retrieve and read any data composed, sent or received through City online connections and stored in the City computer systems. Employees should have no expectation of personal privacy when using City-owned systems. Communications will be monitored periodically to ensure that the technology is being used appropriately and in accordance with City policies. The City may review stored email and computer files for inappropriate content, as well as monitor websites accessed by employees. Some electronic communications, such as email, social networking sites, instant messaging and computer files may exist on back-up systems long after the employee deletes them from his/her computer.

**To ensure the efficient exchange of information, employees must check for email messages at least twice per day. Should an employee's email box become full and messages are being rejected, the City maintains the right to take necessary steps to correct this action. This will include allowing Washtenaw County to authorize the employee's supervisor to read, delete and respond to messages on the employee's email.**

Email and social networking systems may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, non-business matters, gambling or any illegal activities.

Unless granted permission, personnel are not to post any text, photographs, audio, video or any other multimedia file that is related to any occurrence within the City of Ypsilanti.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. As a general rule, if any

employee did not create material, does not own rights to it, or has not gotten authorization for its use, it should not be put on the internet. Employees are responsible also for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file.

Abuse of the internet access provided by the City in violation of law or City policies will result in disciplinary action, up to and including termination of employment. Also, employees may be held personally liable for any violations of this policy. **The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:**

- ❑ Sending or posting discriminatory, harassing, or threatening messages or images
- ❑ Using the City's time and resources for personal gain
- ❑ Stealing, using, or disclosing someone else's code or password without authorization
- ❑ Copying, pirating, or downloading software and electronic files without permission
- ❑ Sending or posting confidential material, internal reports, or proprietary information outside the City
- ❑ Violating copyright law
- ❑ Failing to observe licensing agreements
- ❑ Engaging in unauthorized transactions that may incur a cost to the City or initiate unwanted internet services and transmissions
- ❑ Sending or posting messages or material that could damage the City's image or reputation
- ❑ Participating in the viewing or exchange of pornography or obscene materials
- ❑ Sending or posting messages that defame or slander other individuals
- ❑ Attempting to break into the computer system of another organization or person
- ❑ Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- ❑ Jeopardizing the security of the City's electronic communications systems
- ❑ Passing off personal views as representing those of City management or other employees
- ❑ Engaging in any other illegal activities