

# **Policy for Use of Computers, Internet and E-Mail**

## **Terms and Conditions for Computer, Internet and E-Mail Use**

Each affected employee must carefully read, and agree to abide by, the following Town of New Haven approved Acceptable Use Policy for Town of New Haven provided e-mail and Internet access before signing. Conformance to this Policy is a term and condition of affected employee's employment. Abuse of e-mail and Internet access privileges or other non-conformance to this Policy may be cause for result in disciplinary action up to and including discharge.

The Internet offers many resources to Town of New Haven employees for the efficient exchange of information and the timely completion of assigned responsibilities. The use of Internet facilities and e-mail by any employee, volunteer or contractor must be consistent with this Acceptable Use Policy.

This policy document delineates acceptable use of the Internet and Town of New Haven computer hardware and software by employees, volunteers, and contractors while using Government-owned or leased equipment, facilities, Internet e-mail addresses, or domain names registered to the Town of New Haven.

The following Internet and/or computer users are covered by this policy:

1. Authorized full and part-time employees of the Town of New Haven.
2. Volunteers who are authorized to use the Town of New Haven resources to access the Internet.
3. Contractors who are authorized to use Town of New Haven owned or leased equipment or facilities.

Employees, volunteers and contractors who are not authorized to access the Internet as part of their official duties, may not access the Internet using Town of New Haven facilities under any circumstances. It is expected that users who are authorized to access the Internet as part of their official duties will do so to: improve their job knowledge; to access scientific, technical, and other information on topics which have relevance to their assignments; and to communicate with their peers in other Government agencies, academia, and industry. Users should be aware that when access is accomplished using Internet addresses and domain names registered to the Town of New Haven, they might be perceived by others to represent the Town of New Haven. Users are advised not to use the Internet for any purpose which would reflect negatively on the Town of New Haven or its employees.

If an authorized user violates any of these provisions, his or her access privileges may be terminated and future access may be denied and may be cause for disciplinary action up to and including discharge. The signature at the end of this document is binding and indicates the party who signed has read the terms and conditions carefully, understands their significance, and agrees to abide by those terms and conditions.

The Town of New Haven Data Processing Coordinator, with general guidance from the Director of Finance (or other named officials) shall serve as the System Administrator for this Policy.

### **Acceptable Use of Internet Access and e-mail for Town of New Haven Authorized Users:**

The purpose of the Internet is to support research and enhance worker productivity by providing access to resources and communications. The use of your account must be in support of Town of New Haven business goals and objectives. Internet Access may not be used in violation of any local, state, federal, or international laws, regulations, ordinances or other government requirements. This includes, but is not limited to: theft or infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; theft or misappropriation of funds, credit cards, or personal information; and threats of physical harm; harassment. Non-business communications and access to information for non-business related activities is not authorized.

E-mail messages must be drafted in a professional, business manner and shall use appropriate language. E-mail messages sent to Town of New Haven employees in a mass mailing must be approved by the sender's supervisor prior to delivery.

### **Privileges:**

The use of the Town of New Haven computer resources including e-mail and Internet access is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may be cause for disciplinary action up to and including discharge. The Town of New Haven Board or a Department Head may request the System Administrator to deny, revoke, or suspend specific user access privileges, when use that violates these policies has been determined.

### **Inappropriate Use of Town of New Haven computer resources:**

- a) Participating or engaging in activities that violate the law.
- b) Creating, storing, viewing or transmitting information which is fraudulent, harassing, embarrassing, sexually explicit, obscene, or defamatory.

- c) Participating in any activity which constitutes harassment under the Town of New Haven Harassment Policy or under state or federal law or regulations.
- d) Reading, deleting, copying or modifying e-mail messages sent to others without their permission.
- e) Promoting political or religious positions.
- f) Operating a personal business, or any use for personal gain.
- g) Using or installing any software or peripheral equipment not approved in advance by the System Administrator.
- h) Engaging in any activity which would compromise the security of the Town of New Haven network and computer resources such as any attempt to harm or destroy data through the upload or creation of computer viruses, hacking, monitoring or using systems without authorization.
- i) Actions which breach or violate obligations imposed by contract upon the user or which are in violation of the duty of loyalty owed by the user to the Town of New Haven as employee or under contract.
- j) Use or actions which a reasonable person would deem to be inappropriate use, as determined by the New Haven Town Board.

### **Security:**

Security is a high priority and the following must be adhered to:

- a) Do not use another individual's account.
- b) Do not give your password to any other individual.
- c) Do not log into the network as another user.

Attempts to log into the network as any other user will result in cancellation of user privileges.

Any user identified as a security risk may be denied access to the Town of New Haven computer resources.

### **Town of New Haven Rights:**

- a) The Town of New Haven retains the right to monitor employee's use of Computer Resources (including computers, the Internet and e-mail) to assure compliance with applicable laws, rules and regulations, as well as the Town of New Haven Use Policy. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information. There can thus be no expectation of privacy with respect to an employee's use of the Internet and the user, by signing at the end of the document, acknowledges no expectation of privacy.
- b) The Town of New Haven, through the System Administrator, reserves the right to record the location of all Internet sites accessed by users.
- c) The Town of New Haven, through the System Administrator, reserves the right to block access to or from any Internet resources.

- d) The Town of New Haven will not be responsible for any damages or loss to any user. This includes but is not limited to the loss of data resulting from delays, non-deliveries, viruses or service interruptions. Use of any information obtained is at the user's risk. Any computer connected to the Town of New Haven network should have anti-virus software installed.