Department of Public Works and Engineering

Subject: USE OF COMPUTERS, E-MAIL AND INTERNET	Departmental Policy **1-6**
	Effective Date: **Upon Approval**

I. Purpose

To establish guidelines for Public Works and Engineering Department personnel in the use of **Personal Computers, E-mail** and the **Internet.**

II. Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

III. Definitions

E-mail is a method of electronic communication both internally and externally.

Internet is used to communicate with outside companies and to reach a variety of research data sources. This includes connecting to web sites, posting to user groups and news groups on the network and sending mail.
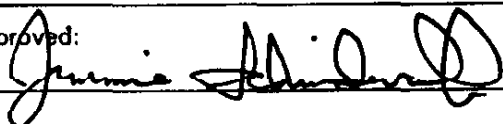
IV. Policy

Among the **Internet** sites are many that contain inappropriate material. Accessing these sites using City resources cannot be tolerated. In our ever increasing connected environment, actions by one user can expose the entire Department and City to serious risks. Material that may be interpreted as harassing or defamatory must not be on City computers or networks. Employees/users have the responsibility to ensure that their use of the system does not jeopardize the City or the Public Works and Engineering Department.

Electronic systems are owned by the City and are to be used only to transact City business. They are not the personal property of the employees and should not be used for "personal business." The fact that the employee may have a personal code to enter the system does not change this fact.

The Department reserves the right to monitor use of all systems and inspect information contained in them, with or without notice, even when data is stored under the employee's personal code. Employees should not be allowed to maintain a personal code without informing his or her superior of the code.

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City/Department policies which prohibit offensive, intimidating, or harassing materials in the workplace apply with equal force to material communicated through, or stored on, electronic systems.

There are certain protocols that must be followed when employees use these electronic hardware and software systems. In the case of **Internet** and **E-mail**, the following protocols should be observed.

Allowable Uses:

(1)   To facilitate performance of job functions.
(2)   To communicate with others in the organization through the use of **E-mail**.
(3)   To coordinate meetings, locations and resources.
(4)   To communicate with other City Departments.
(5)   To communicate with outside organizations e.g. **Internet**.

Prohibited Uses:

(1)   Illegal activities.
(2)   Threats and/or harassments.
(3)   Slander or defamation.
(4)   Obscene or suggestive messages.
(5)   Offensive graphical images.
(6)   Political endorsements or commercial activities.
(7)   Non-business software i.e. games or entertainment.
(8)   Un-Licensed Software
(9)   Personal activities
(10)   Alteration or deletion of another person's e-mail or computer data

V.   Authority

For an employee to be granted access to the **Internet** they must have written authorization from their Deputy Director. Attachment A is to be used for this purpose. This form will be submitted to the Assistant Director over Planning and Operations Support for the Public Utilities Group who will take the action necessary to complete the connection.

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VI. Compliance

It is the City's policy that City provided resources are not to be used for private or non-official use. The management of the Public Works and Engineering Department has the ability to monitor the use of the equipment and the networks. There will be periodic and random audits conducted. Employees found abusing their access to computer systems by sending, accessing, or downloading inappropriate material or any of the other prohibited uses outlined above will be subject to disciplinary action, up to and including indefinite suspension.

E-MAIL/INTERNET AUTHORIZATION

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Section 1. Employee Identification

Name _____   Emp. No. _____

Job Title _____   Tel. No. _____

Dept. _____ Div. _____   Section _____

Location (floor & room no.) _____

Section 2. Job Function
Describe briefly job responsibilities and current tasks

_____

_____

_____

Describe briefly your reasons for using **E-Mail and/or Internet**

_____

_____

_____

Estimate of hours/week **Internet** used   _____

Section 3. Certification and Approvals

I certify that I have read and understand the Departmental Policy pertaining to the proper use of the **Internet** and **E-Mail.**

_____
Employee   Date

APPROVED:

_____   _____
Supervisor   Date   Manager or D.A.D.   Date

_____   _____
Assistant Director   Date   Deputy Director   Date

Policy 1-6
Attachment A