TOWN OF LANCASTER

COMPUTER AND INTERNET USE POLICY

Adopted by the Town Board of the Town of Lancaster, NY on July 5, 2016

PURPOSE

The Town of Lancaster has adopted this policy to provide its employees with the general requirements for using the Town's computers, networks, internet services, and email services.

SCOPE

This policy is the standard that applies to all regular and temporary, part-time and full-time employees, consultants, vendors, interns, volunteers, or others authorized to use the Town of Lancaster computer systems.

PRIVACY

The Town of Lancaster respects the individual privacy of its employees; however to the extent permissible by law employee privacy does not extend to the employee's work related conduct or to the use of Town operated equipment or supplies. Employees are to understand that personal messages or files have no guarantee or expectation of privacy since such messages or files are commingled with all other messages or files on our system and are subject to the same legal and regulatory exposure, internal review and monitoring. It is further understood that there is no expectation of privacy for employees who use their personal email for Town business.

The Town retains control, custody, and supervision of all computers, networks, internet services and email services. Employees waive and have no expectation of privacy in their use. The Town reserves the right to at any time to inspect and/or monitor computer system files, logs and other activity including e-mails stored on any Town server or Town computer.

TOWN PROPERTY

The Town computers, networks, internet and email services, and all associated hardware and software are the property of the Town of Lancaster. Additionally, all documents composed and messages and attachments composed, sent, received, or stored on Town computers, networks, internet services, and email services are and remain the property of the Town.

SECURITY

The Town of Lancaster employs various measures to protect its equipment and data from deliberate or inadvertent destruction or misuse. Such measures include the designation of individual accounts, log-ins, and passwords. Sharing of accounts, log-ins and passwords is prohibited unless the system administrator or department head grants an exception. Passwords shall be safeguarded and not divulged. If it is necessary to maintain a written copy of a password, that copy shall be placed in a secure location. When employees are required to choose a password, they shall refrain from selecting a password that may be easily linked to the

employee such as birth dates, children's names etc. Passwords should be at least 10 characters long and include a combination of both letters (capitalized and non-capitalized) and numbers.

APPROPRIATE USE

Town employees are permitted to access Town computers, internet and email systems, as well as list servers and webcasts as may reasonably be required for the performance of their assigned duties.

PERSONAL USE

Minimal personal use of the Town's computers, networks, internet services and e-mail services is permitted so long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. This also includes personal use of the internet/social networks using one's personal cell phone or other electronic device while on Town time. For the purposes of this policy, anything beyond ten (10) minutes per day is presumptively excessive. Such personal use must be consistent with appropriate professional conduct. Employees are reminded that all personal use must comply with this policy as well as all other procedures, regulations, and laws. Employees are further reminded that all use may be monitored and inspected.

Employees shall not install, or attempt to install, whether for personal or Town use, on any Town computer or system, any software or shareware downloaded from the internet, without first consulting with the Town's outside computer administrator and receiving approval from their respective Department Head.

INTERNET and WEBSITES

Internet access is provided primarily for research in connection with an employee's specific job duties. Employees are reminded that use of the internet must not interfere with an employee's job duties. Without the approval of a department head, general web browsing is considered an unproductive use of the resource and an employee's time. Any unproductive use of the internet by an employee is strictly prohibited.

Only software approved by the Town's system administrator may be used to browse internet websites. Employees are encouraged to exercise care in selecting websites to visit on the internet, including sites received in, or linked from, email. Viruses can be transmitted simply by viewing a site that contains computer code written to transmit viruses to others.

Employees shall not use streaming media applications without requesting and receiving permission from the system administrator or department head. Permission may only be granted on a limited basis for limited durations.

INAPPROPRIATE USE

Employees are prohibited from using the Town's computer, network, internet services, and email services in violation of the further terms of this policy, or in any way that reasonably could be viewed as inappropriate, malicious, obscene, threatening, or intimidating, that disparages co-workers, constituents, suppliers, or contractors or that might constitute harassment or

bullying. Examples of such prohibited conduct include, but are not limited to:

- Profane or vulgar language
- Any use that is illegal
- Any use involving materials that are obscene or sexually explicit
- Any comments that may be construed as discriminatory
- Unauthorized mass electronic mailings or chain letters
- Use of systems for political campaigns, endorsements, or any other political activity
- Solicitation of funds for commercial, personal, or religious causes not sponsored by the Town
- Use of streaming websites (internet radio and video)
- Use of Peer to Peer sharing websites (downloading and sharing music/video files)
- Installing unauthorized software applications
- Installing any networking hardware, networking software or hacker tools, or modifying Town hardware, software or data without proper authorization.
- Opening any email attachment from any spam account or entity without confirming their identity
- Posting or sending offensive remarks meant to intentionally harm someone's reputation
- Behavior that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual orientation or anything else prohibited by the law or Town's Non-Harassment, Discrimination and Retaliation Policy
- Disseminating Town records without a proper business reason for doing so, or in violation of law or Town policy
- Accessing another employees account or files without proper authorization, or permitting another employee to access your account or files without proper authorization

COPYRIGHT

It is the policy of the Town of Lancaster to fully comply with all laws pertaining to the reproduction, use, or distribution of copyrighted or otherwise protected materials. The Town will comply with all licensing requirements. Employees shall not install, or attempt to install, any software on any computer or system unless the Town is properly licensed and approval is obtained from the Town's administrator. Employees shall not make copies of software other than those copies authorized in the software license.

VIOLATIONS

Any employee violating this policy will be subject to discipline up to and including termination of employment, pursuant to applicable disciplinary standards and procedures established by law and/or collectively bargained agreements.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of the Town's Computer and Internet Use Policy adopted by the Town Board on July 5, 2016. I agree to review the policy and abide by it at all times.

_____

Employee Name (Please Print)

_____

Employee Signature

_____

Date