

City of Calistoga

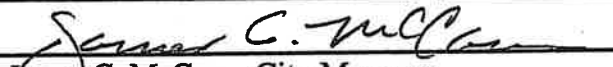
POLICY AND GUIDELINES CITY INTERNET ACCESS AND USAGE

Policy Authorization

Effective Date June 30, 2002

Revision Dates (1) _____ (2) _____

Authorization


James C. McCann, City Manager

OVERVIEW

The Internet can be a very effective resource in gathering information needed to conduct City business and for this reason, the City provides employees with access to it. However, as everyone knows who has ever logged onto it, "surfing the net" can become "addictive" and time consuming. It's easy to become absorbed with one link after another, and forget the original business reason for accessing the Internet and visiting a Web site.

In short, browsing access to the Internet can either be a major productivity boost to gather information or a major time waster. Accordingly, this policy sets guidelines for using City resources in accessing the Internet that retain its value for obtaining information while also assuring its appropriate use in conducting City business.

PURPOSE OF PROVIDING INTERNET ACCESS

The City's Internet connection exists for the purpose of conducting City business, and is not intended for personal use.

However, limited and appropriate personal use of the City's Internet connection can be used based on the following:

- It does not interfere with City operations or use of the Internet.
- It is used in accordance with all other guidelines and restrictions set forth in this policy.

USE AND ACCESS GUIDELINES

Use of the City Internet Connection

Good judgment and common sense should always prevail regarding the appropriate use of the City's Internet connection. Under this standard, it is not possible to list all the allowed and prohibited uses of the City's Internet connection. However, use of the

City's Internet connection for any reason is expressly prohibited under the following circumstances:

- Compromises the integrity of the City and its business operations in any way.
- Commits any illegal act.
- Violates the City's affirmative action or harassment policies in the adopted Personnel Rules and Regulations.
- When it will result in private gain or advantage for the person (such as conducting business related to economic interests outside of City employment), or violates the City's ethics policy in the adopted Personnel Rules and Regulations.
- To access sites considered erotic, pornographic, racist, hate related or similar sites, unless authorized by the Chief of Police for criminal investigations.
- Transmit threatening, obscene or harassing materials.
- The unauthorized access to restricted sites and or downloading of restricted data or programs.
- Receiving or transmitting encrypted data, unless authorized by the Chief of Police or the City Manager.

Data and software may be subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to the user.

Downloading a file from the Internet can bring viruses with it. Data should be downloaded only when absolutely necessary and from known sources. The user should be familiar with the anti-virus protection programs and procedures on the Server and workstation. When in doubt, stop the download or other function, do not open any files and contact a technician for advice.

The City has no control or responsibility for content or access to WEB sites on an external server not under the control of the City of Calistoga. Information on the Internet may be offensive, unsuitable and violate the guidelines in this policy. Care should be taken when accessing an unknown site.

The Internet use can and may be monitored in terms of time used, sites visited and files downloaded through the City's internet access at any time. While the City reserves the right to access and review all data on its information systems, no employee - including system administrators, other information systems support staff or an independent contractor - is allowed to monitor activity solely for the purpose of satisfying idle curiosity about the affairs of others.

Approval to Use the City's Internet Connection

City Council members, other elected officials, appointed officials, department heads, and City full time or part time employees are authorized to use the City's Internet connection.

The Department heads are responsible for providing employees who have Internet access with a copy of this policy, reviewing the policy with them and obtaining a signed Internet User Agreement, attached, to be placed in their personnel file.

The supervision of Internet use is the responsibility of the appropriate supervisors.

EMPLOYEE RESPONSIBILITY

General. Each employee with access to the City's Internet connection is responsible for understanding the City Internet Access and Usage Policy and following these guidelines. Unauthorized or improper use of the City's Internet connection may result in terminating access to it; and depending on the severity of the outcome of unauthorized or improper use, may result in disciplinary action as provided for in the City's Personnel Rules, including termination.

Connection security and passwords. Each employee has a uniquely assigned user name and password for network security purposes. While this cannot guarantee privacy, confidentiality or data security, it is an important component of the City's overall system protection. Employees should never share passwords with others. This is especially important since employees are responsible for all Internet use conducted under their user name.

SUMMARY

The purpose of this policy and these guidelines is to ensure that common sense and organizational purpose in our Internet use.

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User Agreement for Internet Services

I have read, understand, and agree to abide by the City's Internet Usage Policy and the following additional terms and conditions that govern my use of these services:

- Access to the Internet is granted to me for the purpose of fulfilling the duties and responsibilities associated with my position with the City.
- I will not knowingly allow access to the Internet to any other individual who does not have written approval for Internet access.
- I understand that my actions on the Internet can and will be monitored in terms of time used and sites visited and that such information will be made available to my supervisor at his/her request to ensure I am using the Internet for approved business reasons.
- I understand that unauthorized use and copy of copyrighted materials and software may be illegal and I will refrain from such actions. Only software approved by the City is allowed on any City computer. In order to avoid computer viruses, I will limit the downloading of data or information to only when necessary.
- I will not knowingly receive or transmit unauthorized encrypted data.

By signing this agreement, I certify that I understand the terms and conditions of this agreement and the City's policy, and I accept responsibility for adhering to the agreement. I also understand that violations of the policy may result in terminating access to the Internet access privileges and depending on the severity of the outcome of unauthorized or improper use, may result in further disciplinary action as provided for in the City's Personnel Rules, including termination.

User's Full Name: _____

User Signature: _____

Date: _____

Approved for access to Internet _____ Department Head
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