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PURPOSE AND SCOPE

To protect the City’s computing and networking infrastructure from inappropriate, damaging or illegal actions by individuals, either knowingly or unknowingly.

The City of Milford has developed and maintains computers, computer systems and networks. These computing resources are intended for City-related purposes.

Although some limitations are built into computer systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the system or network and whether or not they can be circumvented by technical means.

DEFINITIONS

Computer System: A system of interconnected computers that share a central storage system and various peripheral devices such as a printers, scanners, or routers. Each computer connected to the system can operate independently, but has the ability to communicate with other external devices and computers

Computing Resource: Any physical or virtual component of limited availability within a computer system.

Email System: The transmission of messages over communications networks.

Network: Two or more computers that are connected with one another for the purpose of communicating data electronically.

Network User Account: A location on a network server used to store a computer username, password, and other information. A user account allows or does not allow a user to connect to a network, another computer, or other shares.

Remote access: The ability to access a computer, such as an office network computer, from a remote location; includes access to email.

APPLICABILITY

This policy applies to all City Officials, employees and users including, but not limited to, full time, part time, and intermittent / seasonal / special employees utilizing City of Milford computers or network.

This policy includes all general computer system and network use, Internet use, and email system use. Users are responsible for obtaining authorization through the completion and

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submittal of a *Computer/Network Access Authorization Form* necessary before proceeding.
NOTE: Additional policies/guidelines may apply to specific computer systems or networks and the City’s website.

GENERAL GUIDELINES

1. Users must comply with all federal, state, and other applicable laws, city rules and policies, and all applicable contracts and licenses as well as conforming to all applicable statutes and regulations. Examples of such laws, rules, policies, contracts, and licenses include the laws of privacy, copyright, censorship, obscenity, child pornography and all applicable software licenses. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
2. Use only those computing resources that you are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for obtaining authorizations through completion and submittal of a *Computer/Network Access Authorization Form* provided by the IT Administrator. As stated on the form, accounts and passwords are to be protected by the user and may not, under any circumstances, be shared with, or used by, persons other than those authorized.
3. Respect the security of other users and their accounts, regardless of whether those accounts are securely protected.
4. Users may not reassemble and/or disassemble computer equipment belonging to the City of Milford without express permission from the IT Administrator.
5. During daily operations and installation of approved software, all appropriate precautions are to be taken to detect viruses and prevent their spread.
6. The introduction of viruses or the malicious tampering with any computer program or system is expressly prohibited.
7. As there is no fail-safe way to prevent an unauthorized user from accessing stored files, employees must exercise care and caution when transferring information in any form.
8. The email system is not to be used to create any offensive or disruptive messages, including those which contain sexual implications, racial slurs, gender-specific comments, or any other offensive comments that address personal or class characteristics, an individual’s age, sexual orientation, religious beliefs, national origin, disability or other characteristics.

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9. The email system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information or other similar materials without prior authorization by the appropriate Appointing Authority.
10. All files and/or attachments must be properly scanned before being loaded on a City computer. It is strongly recommended that the following attachments not be downloaded: Attachments found in email from an unknown source, attachments that have been forwarded through another email account, attachments containing an executable (.exe) file, attachments containing an unfamiliar file extension, and attachments where there is no description of subject/contents in the body of the email. Any individual discovering a virus shall report it immediately to the IT Administrator.
11. Install only approved software and hardware. Installation of any new software or network hardware or software that will affect any other user outside the department must be approved by the IT Administrator prior to its installation.
12. Report any technical problems to the IT Administrator.
13. Internet access is to be conducted in a responsible and professional manner, reflecting the City's commitment to ethical and non-discriminatory government practice.
14. Internet access is to be utilized for the conduct of City business. Minimal, incidental personal use is acceptable within the parameters of this policy. Personal use of the Internet should not interfere with the performance of the employee's job duties or impact the performance of the computing environment. Under no circumstances shall an employee download files (music, photos, screensavers, programs, applications, forms, documents, etc.) for personal use.
15. Resources of any kind for which there is a fee shall not be accessed or downloaded without the approval of a Department Director.
16. The City of Milford maintains an electronic mail (email) system to conduct City business and as such, it is not for personal use. All email messages composed, sent, received and/or stored are the property of the City and not the property of the user. City-owned computing equipment and communications on any and all such equipment may be considered a public record.
17. The email system may not be used to solicit or promote any commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

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18. Employees are not authorized to read any emails that are not sent to them or to gain access to another person's file without the latter's permission.
19. Any email sent from the City of Milford shall be treated the same as any other outgoing communication, written in a professional and appropriate manner.
20. Remote access for full-time employees is subject to approval by the respective Appointing Authority.

PUBLIC RECORDS

When using the City's computing and networking infrastructure and information technology resources there is no expectation of privacy related to, but not limited to, e-mails and documents. All information stored on, generated on, transmitted through the City's computing and networking infrastructure and information technology resources is Public Record.

Public records will be managed in compliance with applicable local, state and federal laws, regulations, and policies including the Delaware Freedom of Information Act (covering Open Meeting Law, Public Records Law), and Public Records retention schedules, Copyright Law and other applicable City policies.

VIOLATIONS

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or collective bargaining agreements, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.

The City reserves the right to inspect an employee's computer system for violations of the above guidelines, or for any other purpose.

The City may occasionally implement network monitoring. Results of any such general or individual monitoring, including the contents and records of individual communications will be provided to the appropriate Department Director, or Appointed Authority. Such results may be used in appropriate disciplinary proceedings.

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Administrator or your respective Appointing Authority.

Appointing Authority Signature

Date

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I, _____, acknowledge that I have received and read a copy of this policy.

Employee Signature

Date