

1 - GENERAL INFORMATION

1.4 – Appropriate use of the City of Marshalltown's Computing and Network Resources and Equipment.

Revised: July 1, 2007

This policy applies to all City officials and City employees while using the City's computing and network resources and equipment and shall apply to use of the Internet, World Wide Web, electronic mail (both in-house and Internet), or any similar forms of electronic communications including printing and file copying. City employees shall be required to comply with this policy and shall be required to sign the Statement of Compliance form **prior to** usage.

Use of the City's equipment and computer-based services shall be **only** for city business purposes. Any other use, whether during work hours or at any other time, shall be prohibited. All electronic messages stored in or transmitted by the City's computer equipment are the sole property of the City and the City may access and monitor officials' and employees' communications and files as appropriate.

Transfer of files between local systems and the Internet presents a serious opportunity for infection of local systems with computer viruses. Files shall only be downloaded to a machine equipped with an approved anti-virus program that is loaded into the machine's memory and that is running at the time of the download.

All city employees covered by this policy shall maintain the highest level of ethical standards. Appropriate conduct is expected and required. The following list of expected conduct is not all-inclusive and is provided as a general guideline:

- Avoid sexual harassment, voyeurism, and other sexual behavior.
- Avoid all harassment based on race, creed, color, age, national origin, religion, or disability.
- Protect all confidential city information.
- Protect all city resources and assets.
- Do not author, generate, or forward anything that might damage community relations or have a harmful effect on the City's image either within the community or elsewhere.
- Adhere to all software licensing agreements; copying, downloading, or uploading of software or information that is not consistent with the supplier's licensing agreement is forbidden. Do not duplicate copyrighted materials without permission.
- There are numerous unanswered legal questions as to use of electronic communication and state open meetings and open-records laws. City employees are advised that instant messaging and chat rooms may raise open meeting questions, so consultation with the City Attorney prior to use of this service is suggested.

STATEMENT OF COMPLIANCE

I have read and agree to comply with the requirements contained in this policy and in this statement of compliance. Additionally, I agree not to allow unauthorized use of my Internet access privileges, through either city-owned equipment or any equipment located elsewhere.

I am aware that transfer of files presents an opportunity for infection with computer viruses and I agree that files shall only be downloaded to a machine equipped with an approved anti-

virus program that is loaded into the machine's memory and that is running at the time of the download.

I shall have no expectation of privacy while sending messages or documents using these computer-based services, whether in-house or via the Internet, and I understand that usage may be monitored for compliance with this policy.

I understand that the City has the right to amend, change, or delete this policy at any time, and that additional policy statements may be issued pertaining to related issues, processes, and procedures.

I understand that violations of this policy may result in disciplinary action, which may include oral or written reprimands, loss of computer systems privileges, suspensions, or termination of employment. Violations could also result in prosecution.

Signature: _____

Date: _____