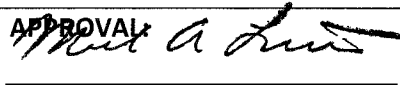


COMPUTER & INTERNET POLICY	APPROVAL  <hr/> Mark A. Lauretti, Mayor	August 20, 2024
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**CITY OF SHELTON**

**COMPUTER AND INTERNET USE POLICY**

Certain employees, independent contractors, consultants, and temporary workers (Users) may be provided access to the City’s computer resources to assist them in performing their jobs. City personnel must conduct themselves responsibly while using the city’s computer resources, which must be consistent with this policy and related policies and practices.

When used in this policy, “Computer Resources” refers to the City’s entire computer network. This includes the City’s computer system, file servers, application servers, communication servers, mail servers, fax servers, workstations alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the City’s computer network.

**Ownership of the Computer Resources**

The computer resources are the property of the City and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by a User for his/her communication is allowed when the use does not interfere with the User’s or another User’s job responsibilities, performance of the computer resources, or City operations. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third-party gain, profit, or entertainment is strictly prohibited. Solicitation for any purpose other than City-sponsored activities will not be tolerated. Users are reminded that this limited, occasional personal use must comply with this policy and all other policies and practices of the City. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the City.

**No Expectation of Privacy**

Users should never consider electronic communication, whether job-related or personal, to be either private or secure. E-mail can be stored indefinitely on any number of computers. Copies of a user’s messages may be forwarded to others either electronically or on paper. In addition, e-mails sent to non-existent or incorrect user names may be delivered to unintended recipients.

The City has the right, but not the duty, to monitor any aspects of its computer system. While the City's practice is to monitor only in response to a particular problem or complaint, the City reserves an unlimited right to access and review all materials Users create, store, send, or receive on the City's computer system. The City also reserves the right to monitor a User's activity on the Internet, any computer, or any other computer network if the monitoring is necessary to serve a legitimate City purpose. Users understand that the City may use manual or automated means to monitor the use of its computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by Users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by Users to the Internet, and reviewing e-mails sent and received by Users.

Some City personnel have been provided passwords for using the City's computer resources. Using passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expiration of privacy in such access or materials. Means are available to the City, permitting it to access all materials stored on the computer system, regardless of whether that material has been coded with a particular User's password. Computer passwords must be available to the system administrator at all times. Employees needing to change their password must notify their supervisor.

### **Quality of Communications**

Users must make each electronic communication truthful and accurate. They must use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Users must remember that anything created or stored in the computer system may, and likely will, be treated as public records and viewed by others.

Information published or otherwise distributed electronically is subject to the same laws, policies, regulations, and procedures regarding the distribution and retention of City records, including, but not limited to, regulations on records retention, public requests for information, and information distribution to the public.

Because the City's name generally appears with communications sent on the Internet from its computer resources, Users must take special care that personal views are not misrepresented or easily misinterpreted as those of the City.

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### **Internet Material**

The Internet is a worldwide network of computers that contains millions of pages of information that vary in accuracy and reliability. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. It is generally difficult to avoid at least some contact with material while using the Internet. Even innocuous search requests may lead to some sites with highly offensive content. In addition, having an email address on the Internet may lead to the receipt of unsolicited e-mails containing offensive content. Users accessing the Internet do so at their own risk. The City is not responsible for material viewed or downloaded by Users from the Internet.

### **Prohibited Activities**

Users must use the City's resources lawfully and comply with the laws and regulations of the United States and other nations and the laws and regulations of all states, cities, municipalities, and other local jurisdictions. The City will cooperate with any legitimate law enforcement activity resulting from using its computer resources.

Users may not send fraudulent material, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how much material is sent, whether by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in the City's computers. Users encountering or receiving such material should immediately report the incident to the Mayor.

Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in Chat groups, posting to newsgroups, sending email, or communicating online.

Without prior written authorization from their supervisor, Users may not do any of the following concerning software:

- Copy software for use on their home computers;

- Provide copies of software to any independent contractors, vendors, or City residents or any third person;
- Install software on any of the City's workstations or servers;
- Download any software from the Internet or any other online service to any of the City's workstations or servers.
- Modify, revise, transform, recast, or adapt any software; or
- Reverse engineer, disassemble or de-compile any software.

Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to exclude others. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded without the express permission of the employee's immediate supervisor.

### **Copyright**

In using computer resources, Users must comply with all software licenses, copyrights, and all other state, federal, and international laws governing intellectual property and online activity. The ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy a file belonging to another User without permission from the file's owner.

### **Security**

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mails. A User's ability to connect to another computer system does not imply a right to connect to those systems unless authorized. Each user is responsible for ensuring that the use of outside computers and networks, such as the Internet, does not compromise the security of the City's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the City's network without authorization.

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Viruses can also cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the City's network. All material not belonging to the City must be scanned for viruses before being placed onto the City's computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from those computers to the City's network must be scanned for viruses.

### **Policy Violation**

Users are responsible to the City for understanding and adhering to this policy and related policies and practices. Users are encouraged to bring questions concerning this policy or the use of computer resources to the attention of the Mayor.

Violations of this policy may result in the loss of privilege to use the City's computer resources and/or disciplinary action, including possible termination from employment and civil and criminal liability. In addition, Users will be responsible for any losses, costs, or damages incurred by the City due to unauthorized use. Users who become aware of or suspect a violation are accountable for reporting the incident to their supervisor or the Mayor.

