

## **Chapter 24**

### **ELECTRONIC MAIL & INTERNET USE POLICY**

**24.01 Policy Statement.** As an employee, you are likely to use computers extensively in your job. A few rules are necessary so that everyone can get the maximum benefit from the City's investment in technology.

In order to protect the City's computer system from viruses and ensure that the software used is compatible with the City's computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not provided by the City, employees must check with their Department Director. Games and other non-business related software may not be installed on City computers or used during City work time.

Software is protected from unauthorized duplication by law. The City respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers.

City-supported Internet use is the property of the City and also should only be used for official business purposes. E-Mail, as well as voice mail, may be used only for business. E-mail and Internet access should not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-job-related purposes. All electronic media communications should be professional and business-like in tone. Use of electronic media for jokes, gambling, games, or discriminatory, derogatory, sexual, or otherwise inappropriate remarks is strictly prohibited. Remember, management has access to all electronic media, and you should not consider E-mail or voice mail communications private.

Any violation of this electronic media policy may result in disciplinary action, up to and including termination.

## **24.02 CONSENT AND PRIVACY WAIVER**

I hereby consent that the City of Grandview, or its authorized representative(s), may monitor, review, and/or copy any information on the electronic data processing system, including the electronic mail system, whether stored or in transit, at any time, and may, without further notice, disclose such information to any third party or parties, including government and law enforcement agencies.

### **Prevention of Unauthorized Access**

I will maintain the confidentiality of my computer and electronic mail system password(s) and will not permit access to my network account or to my electronic mail account by any person unless such access has been approved in advance by my immediate supervisor. If my password is disclosed to any individual other than an approved supervisor, for whatever reason, or if to my knowledge the security of my account is otherwise breached, I will immediately notify my supervisor.

### **Acknowledgment of Policies**

I acknowledge receipt of the policy on Electronic Mail and Internet Access and agree to comply with all stated policies. I further acknowledge that the City depends upon users to bring to its attention abuses of the system and I agree to promptly notify my supervisor or the Information Services department if such abuse comes to my attention.

Employee Name (Please Print)
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Department
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Employee Signature	Date
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**\*\*\*PLEASE NOTE\*\*\***

Only those individuals who have signed and submitted a copy of this form are authorized to use the employer's electronic mail system. Unauthorized access is a violation of law and City policies and may result in disciplinary action, up to and including termination.