

Administrative Polices and Procedures			
SUBJECT: Internet Acceptable Use Policy			IS 13.21
Effective Date: January 1998	Revision Date: February 2002	Revision #:	Page: 1 of 2
Authority: Town Manager		Information Systems Director:	
Revises Policy:			

I. PURPOSE

Internet services, including but not limited to, web-browsing, e-mail, listservs, and chat groups, which are accessed via Town information technology resources must be used for business purposes. Internet capabilities are provided to improve employee productivity in our delivery of community services. Additionally, services such as email and our web site are provided to improve our citizen's access to Town services and information.

This establishes the Town's policy for the acceptable use of internet services and resources utilizing Town equipment.

II. SCOPE

This policy applies to all Town employees, full-time, part-time, contract or otherwise and Town volunteers who use the Internet via Town resources.

Use of Town resources to access the Internet denotes your acceptance of the Town's Internet policy. Disregard or violation of this policy will result in appropriate disciplinary action pursuant to the Town's Personnel Code and may result in more stringent restrictions for all Internet users.

III. POLICY

It is incumbent upon you, as a representative of the Town, to exercise good judgment and professional ethics at all times. As a user of Town computer and communications services, you are responsible for:

- using the Internet in accordance with this policy.
- using the Internet in a manner that does not adversely affect system resources.
- using the Internet in a manner that does not adversely reflect on this organization, the community, or its citizens.

General Guidelines

The Town encourages use of the Internet when direct, work-related benefits can accrue. Employees should develop strong Internet user skills and knowledge. It is expected employees will use the Internet to improve their job knowledge by accessing government, scientific, technical and other information on topics which have relevance to the Town and to communicate with citizens and peers in other government agencies, academia and industry.

As a means of achieving these results, users are permitted to engage in the following activities.

- Use of resources to access job-related information to meet the requirements of their duties and responsibilities.
- Use of resources to participate in news groups, chat sessions and e-mail discussion groups in a direct relationship to the user's duties and responsibilities.
- The limited, infrequent use of information technology resources for personal or charitable purposes during personal time is permitted provided that permission of the employee's supervisor is obtained, that such use is not disruptive to normal business activities, and that consumable supplies, such as paper, are replaced at your expense.
- The limited, infrequent use of information technology resources for personal e-mail is permitted provided such



use does not disrupt business use of the resource, is not disruptive to normal business activities, and that consumable supplies, such as paper, are replaced at your expense.

The following activities using Town-owned information technology resources to access the Internet are specifically prohibited:

- Personal use must be limited so as not to interfere with normal business activities and must not include any activity that would either embarrass or potentially embarrass or discredit the Town, its residents, businesses, taxpayers or employees.
- Use of technology resources for the purpose of personal financial gain or any commercial activity is prohibited.
- Use of technology resources for illegal or illicit activities is prohibited.
- Use of technology resources to threaten, harass, or transport obscene materials is prohibited.
- Use of profanity, obscenities or other potentially offensive language is prohibited.
- Violations of any software license agreements, or information service contracts, or copyright protected materials by the unauthorized duplication of software, files, operating instructions or documents is prohibited.
- Mailing of chain letters, "spamming" or "flaming" are prohibited.
- Vandalism, including, but not limited to, the uploading/downloading/creation of computer viruses or the attempt to destroy, harm or modify data of another user is prohibited.
- Transfer of large volumes of data or numerous files that require excessive disk storage is prohibited.

Use of Town-owned computing equipment for playing games is considered inappropriate.

Internet Privacy Statement

Because e-mail is being generated on Town-owned property, purchased with public funds, the user should not have the expectation that their e-mail files are private. These files are public files and subject to all public records laws, archival policies and any scrutiny normally afforded to any other Town files and documents. The Town reserves the right to monitor its systems for any reason, including the right to review, audit, and disclose all matters sent over its email system. For this reason, all communications should be regarded as "*on-the-record and attributable to the employee*" and use of Town email for personal communication is done so at the employee's own risk.

IV. PROCEDURES

The Town's Internet operating software records all sites visited from each workstation. As a standard operating procedure, Information Systems staff will review these records periodically to determine policy compliance by individual employees.

V. DEFINITIONS

Flaming: Sending an angry, hostile, or abusive email to one or more persons.
 Spamming: Posting irrelevant or inappropriate messages to one or more news groups or mailing lists.

I have read, understand, and accept the Town of Jupiter's Internet Acceptable Use Policy (IS 13.21).

Signature

Date

