

City of Pinole E-mail and Internet Policy

I have received a copy and read the **City of Pinole E-mail and Internet Policy** and agree to the terms of its use. I understand that the City's e-mail system and use of the internet through the City network are for business. I further understand that all information contained on or communicated through the e-mail system and internet usage is subject to monitoring, review and disclosure. Consequently, I may not assume that any information stored on or communicated through any City system or network is confidential or private. Finally, I understand that violation of this policy may result in disciplinary action, up to and including dismissal.

Employee's Signature

Department

Employee's Name (Please Print)

Title

Date

Keep your original policy and return this signed acknowledgement to Information Systems.

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City of Pinole

E-mail and Internet Policy

Purpose

The following policy dictates how, why and for what purposes the internet will be used by City of Pinole employees using City-owned equipment or accounts, or on City time. It contains sections on e-mail, the internet, modem restrictions, and a statement of agreement.

Policy

I. Introduction

Goals and objectives of the internet include the facilitation of communications, information access and information sharing among its millions of worldwide participants. The internet has the potential to enhance users' access to, as well as use and knowledge of, relevant job-related information. Effective use of the internet will result in a more informed, knowledgeable and productive employee.

This policy shall apply to all employees, consultants and other non-employees utilizing electronic communications with City resources.

II. E-mail

E-mail will be used by staff to communicate with others in a manner that is consistent with the City's goals. Staff communications using City resources will be considered publications and be governed by City policy regarding staff publications. Moreover, **e-mail from City computers or use of a City e-mail account is NOT private. All contents of City e-mail accounts belong to the City. Users should be mindful to the fact that all computer data, including that sent on the e-mail system, is subject to subpoena and, therefore, may be used in litigation by parties who sue the City or its employees.** Additionally, e-mail may be subject to a disclosure requirement under the Public Records Act, to the same extent as if it were hard-copy correspondence.

E-mail will be periodically monitored to ensure e-mail usage is not abused. Specific examples of abuse entail forging mail, accessing another's account without prior authorization, and intimidation or harassment through e-mail messages. Specific rules regarding e-mail follow:

A. Department E-mail

Each department will designate one person who is to receive e-mail from the public for that department. The department e-mail account will be different from their individual account.

Department e-mail addresses will likely be published in newsletters and on the City web site. Department e-mail from the public should be processed in a timely manner that is consistent with other contact from the public. Offensive or threatening e-mail should be brought to the attention of the systems administrator or, if appropriate, the Police Department. Department e-mail addresses are available from City offices and are posted on the City web site. These addresses may be altered or added to as the need arises.

B. Personal E-mail

Personal e-mail may not be sent through the City e-mail account. Any e-mail sent through the City e-mail account must be for work-related purposes only. The City of Pinole recognizes that users may want to send or read personal e-mail during employee breaks. If this is the case, an off-site e-mail account must be used. However, this privilege is only granted with the understanding that e-mail sent from City computers must never include messages that are intimidating or harassing in nature, as outlined below in II-E. In addition, the user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.

C. Listservs

Users may subscribe when necessary to interest-group lists through their individual work account if the listserv is directly related to their line of work or department/City goals. All material posted on listservs by City employees using City accounts are governed by this policy. In addition, when posting to listservs, authors will avoid the impression that the user is representing the official views of the City of Pinole. A supervisor has the right to remove an employee from a listserv if the supervisor feels the listserv is interfering with the subscriber's work and/or is not work-related.

D. Maintenance of Accounts

E-mail is not designed to be long lasting. Users are expected to maintain their accounts on a regular basis. Users should not keep items in "Inbox" longer than 30 days, nor should they keep items in "Deleted Items" or "Sent Items" folders longer than 15 days. Items that need to be kept longer should be moved to Personal or Public folders. Excess e-mail takes up storage space on the server and may cause the entire system to run slowly. It is recommended that each user regularly review, purge and/or archive e-mail. The "Delete" function of the computer does not delete the information from later retrieval from the system. The City maintains a backup of all e-mail communications and backups will be maintained according to the City's retention schedule.

E. Intimidation or Harassment through e-mail is prohibited and includes but is not limited to:

1. Use of epithets, derogatory comments or slurs on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual preference, or age. This may include inappropriate sex-oriented comments on appearance, including dress or physical features or race-oriented stories.
2. Creation or transmission of any false statement which tends to cause injury to one's reputation. Any user creating or distributing defamatory statements shall have sole liability for any damages resulting from such defamatory statements.

III. Internet

The following rules apply to all internet usage:

- Users should be aware that the internet is not censored and contains information some users may find offensive. The City can not accept responsibility for what the user accesses while connected to the internet. However, if offensive material is accessed, the user should disengage from the inappropriate site immediately.
- Users should be aware that many of the items found on the internet are copyrighted or under

license agreements. Violation of contract rules, such as reproducing copyrighted materials or downloading copyrighted software, is illegal. Users should be aware that the internet is not regulated and therefore, contains a variety of inaccurate information.

- Users will not download programs from the internet without authorization from the system administrator.
- Users should be made aware that an accumulated list of internet sites is created while the user is online and will be used to expand an ongoing list of bookmarks for future use. **This list will contain all sites the user has visited.** And may be monitored by departmental supervisors or the systems administrator.
- Users granted access to the many internet-related resources need to use that access in a way which is consistent with their job function. The City of Pinole recognizes that users may wish to access the internet for personal use and allows **limited** personal use during employee breaks, however this privilege is granted only with the understanding that sites accessed through the City internet account must never include sites that are offensive or inappropriate. The user may not utilize the city's internet access for sites that promote intimidation or harassment as outlined in II-E.
- Use of City e-mail and the internet by persons not employed or contracted by the City of Pinole without the written authorization of the city manager is strictly prohibited.

IV. Direct Dialing through a Modem or Telnetting

The use of a modem on City computers is only permitted on a limited number of stations. These modems are turned off when not in use. Modems are only allowed with the approval of the systems administrator and the city manager.

V. Agreement to Guidelines

The e-mail and internet system are the properties of the City of Pinole and these systems are subject to periodic monitoring at any time, with or without notice, at management's sole discretion. E-mail and internet use will be monitored to make certain employees are using these technologies in the best interest of the City of Pinole.

All staff of the City of Pinole are responsible for seeing that the internet and access to the internet are used in an effective, efficient, ethical and lawful manner. The use of information systems is a privilege, not a right, which may be revoked at any time for misuse. Violations of these policies will be dealt with in the same manner as violations of other City policies and may result in disciplinary action, including not only the loss of access to internet-related resources, but dismissal from employment, and legal action. In addition, violation of some of the above policies may constitute a criminal offense under the California Penal Code and/or Federal Law.