

TOWN OF WAREHAM



POLICY STATEMENT INTERNET USAGE

ELECTRONIC MAIL AND INTERNET REGULATIONS

Electronic Mail, Internet access, and other electronic media and equipment are business tools that are provided by the Town of Wareham to its employees in order to facilitate the conducting of the Town's business in a timely and efficient manner. To help ensure that these tools are used appropriately, the Town has developed the following acceptable use regulations. These regulations address access, use and disclosure of electronic mail and internet messages and material created, sent or received by Town employees using the Town's systems. The Town intends to honor the regulations set forth below, but reserves the right to change them at any time as may be required under the circumstances.

We expect you to use your Internet access primarily for business-related purposes, i.e., to communicate with other agencies and vendors, to research relevant topics and obtain useful business information (except as outlined below). We insist that you conduct yourself honestly and appropriately on the internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing policies apply to your conduct on the internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Town resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage will create negative publicity for the Town and exposes the Town to significant legal liabilities.

While Internet access offers the many potential benefits, it also opens the door to potential security risks to the Town's data and systems. Security concerns may mean that some machines with sensitive data or applications may be prevented from connecting to the Internet completely. It may also mean that some users may be prevented from using some Internet features such as file transfers. The overriding principle must be one of security, and security should be the concern of every user. Employees will be held accountable for any breach of confidentiality or security.

DETAILED INTERNET POLICY PROVISIONS

A. GENERAL

1. The Town of Wareham maintains electronic mail and Internet access systems to provide assistance in the conduct of business within the Town.

2. The Town has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of our internal networks, and reserves the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. The Town will review Internet activity and analyze usage patterns and will take appropriate action to assure that Town Internet resources are devoted to maintaining the highest levels of productivity.
3. The Town reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
4. The display of any kind of sexually explicit image or document on any Town system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
5. The Town uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to all such sites that we know of. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
6. This Town's internet facilities and computing resources must not be used to violate the laws and regulations of the United States or the laws and regulations of any state, city, or other local jurisdiction in any way. Use of any Town resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
7. Any software or files downloaded via the Internet into the Town network become the property of the Town of Wareham. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. Employees must have written authorization from data processing prior to software downloads.
8. No employee may use Town facilities to download or distribute pirated software or data.
9. No employee may use the town's Internet access to propagate any virus, worm, or trapdoor program code.
10. No employee may use the Town's Internet facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
11. Each employee using the Internet facilities of the Town shall identify himself or herself honestly, accurately and completely (including one's Town affiliation and

function where requested) when setting up accounts on outside computer systems.

12. The Town retains the copyright to any material posted to any forum, newsgroup, chat or worldwide web page by any employee in the course of his or her duties.
13. Chats, newsgroups or other public forums are not permitted.
14. Use of Town Internet access facilities to commit infractions such as misuse of the Town's assets or resources, sexual harassment, and misappropriation of intellectual property is also prohibited by general Town policy. Employees are to use the Town's electronic mail and Internet access systems in a manner that is consistent with all other policies and regulations.
15. Because a wide variety of material may be considered offensive by fellow employees, taxpayers or contracted personnel, it is a violation of Town policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the Town's business activities.
16. Employees may use their Internet facilities for non-business research or browsing outside of work hours (with authorization of the department head), provided that all other usage policies are adhered to. Lunchtime or other breaks are not considered outside of work hours.
17. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws, so that use of the Internet does not inadvertently violate any laws that might be enforceable against the Town.
18. Employees with Internet access may not use Town-owned facilities to download entertainment software or games, or to play games against opponents over the Internet.
19. Employees with Internet access may not use Town-owned facilities to download images or videos unless there is an express business-related use for the material.
20. Employees with Internet access may not upload any software licensed to the Town or data owned or licensed by the Town without the express authorization of the manager responsible for the software or data.

B. TECHNICAL

1. User ID and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource from the Town is required to keep that password confidential. Town policy prohibits the sharing of user ID or passwords obtained for access to Internet sites.
2. Employees should schedule communications-intensive operations such as large file transfers, video downloads, mass e-mailings and the like for off-peak times.

3. Any file that is downloaded must be scanned for viruses before it is run or accessed.

C. SECURITY

1. The Town has installed an Internet firewall to assure the safety and security of the Town's networks. Any employee who attempts to disable, defeat or circumvent any Town security facility will be subject to immediate dismissal.
 - a. Files containing sensitive Town data, as defined by existing Town data security policies that are transferred in any way across the Internet will be encrypted.
 - b. Only those Internet services and functions with documented business purposes for the Town will be enabled at the Internet firewall.