



# **Town of Barrington**

## Human Resource Department

### **Electronic Information / Communication Policy** Acceptable Use /Information Technology Policy

#### **1. Overview**

The Town of Barrington provides electronic information and communications systems to facilitate the Town's business needs and interests. These systems include but are not limited to individual computers, the computer network, electronic mail ("e-mail"), voice mail and access to the Internet. These are collectively called the "Systems." These systems are the property of the Town. These systems are to be used for business purposes in serving the interest of the Town and our customers in the course of normal operations. Using any Town resource or system constitutes acceptance of the terms of this policy and any corresponding policies such as those prohibiting harassment, discrimination, offensive conduct or inappropriate behavior.

#### **2. User Responsibility**

It is the responsibility of any person using Town IT resources or systems to read, understand, and comply with this policy. Users are expected to exercise reasonable judgment in interpreting this policy and making decisions about the use of Town resources.

**Failure to observe this policy may subject individuals to disciplinary action, up to and including termination of employment.**

#### **3. Policy**

The purpose of this policy is to outline the acceptable use of computer equipment at the Town of Barrington. These rules are in place to protect the employees and the Town. Inappropriate use exposes the Town to risks including virus attacks, compromise of network systems and services, loss of data and productivity and possible legal issues.

The Systems and all information contained in them (including computer files, e-mail and voice messages, Internet access logs, etc.) are the **Town's** property. It should be understood that this information is **not** confidential and that authorized Town employees have unrestricted access to all data stored on the Systems. This policy shall also apply to access to Town resources from personal computers or mobile devices.

This policy applies to employees, contractors, consultants, and temporary employees. This policy applies to all equipment that is owned or leased by the Town of Barrington.

The town maintains the right to monitor network use and discipline users, including staff, consultants, contractors and temporary staff in accordance with HR and Electronic Information / Communication Policy guidelines.

At any time, with or without notice, this information may be monitored, searched, reviewed, disclosed or intercepted by the Town for any purpose, including but not limited to the following: to monitor performance; to ensure compliance with Town policies; to prevent misuse of the Systems; to troubleshoot hardware and software problems; to comply with legal and regulatory requests for information; to investigate disclosure of confidential business or proprietary information, or to investigate any conduct that may be illegal or adversely affect the Town or its employees. The Town may also access deleted communications.

#### **4. Unacceptable Uses**

The Town's Systems shall not be used to transmit or receive statements that contain any material that is offensive, defamatory, or threatening to others. [Good judgment; good taste; common sense; and respect for the Town, its employees, taxpayers, vendors and others shall guide employees' use of the system]. The Systems shall not be used to communicate statements, messages, or images consisting of sexually explicit material, ethnic slurs, or anything that may be construed as harassing, offensive, or insulting to others.

The system shall not be used to infringe any intellectual property rights, to send threatening or harassing messages, to misrepresent either the Town or a person's role in the Town, or to access online gambling or dating sites, or play or distribute pranks that can reasonably be expected to adversely affect any employee's job performance or workplace conditions.

The system shall not be used to access online shopping or social networking sites, i.e., Facebook, LinkedIn, Twitter, etc., unless such use is reasonably related to a user's job. The playing of games, i.e. solitaire, etc. is not allowed.

Moreover, the Systems shall not be used to produce or distribute "chain mail", operate a business, or make solicitations for personal gain, political or religious causes. Further, no communications shall be made that attempt to hide the identity of the sender, or to represent the sender as someone else from the Town or another entity.

#### **5. Internet Access**

Additionally, the Town provides Internet access to facilitate communications with residents and others for business-related purposes, and to enable employees to research and acquire information needed for activities directly related to the Town's affairs. Under no circumstances shall anyone use the Town's Internet e-mail, knowledge sharing, and World Wide Web access to, among others:

1. Distribute or communicate confidential information.
2. Disseminate or print any copyrighted or protected materials in violation of Copyright laws.
3. Engage in any activity that violates international, federal, state and/or local laws.
4. Install, uninstall, distribute, modify or update any software on any computer.
5. For any use that causes interference with or disruption of network users and resources including but not limited to video or music streaming.
6. Try to unblock sites the Town determines to be inappropriate or unnecessary.

In addition, any downloaded software becomes the property of the Town, and must meet all applicable license and copyright regulations. Any employee who knowingly violates software piracy rules is subject to discipline including termination.

Computers must be scanned with anti-virus software at least weekly and immediately on all files that are downloaded to disk from the Internet or any outside source.

Visiting unauthorized sites is not allowed. Obscene and pornographic sites are considered “unauthorized” sites. Display of pornographic or sexually explicit images on computer monitors is a violation of the Town’s sexual harassment policy. If you receive sexually explicit material from someone outside the Town via e-mail, the material should be destroyed and the sender should be advised that additional material of this nature will not be tolerated. Sexually explicit material sent from within the Town by a fellow employee should be reported to the Department Head immediately. The Department Head will warn the sender that they are violating the Town sexual harassment policy and face appropriate disciplinary charges.

By using the Systems and as a term and condition of employment, employees acknowledge and consent to the Town’s right to access, search, audit, intercept, and review all computer or network files, e-mail messages and internet activity at any time with or without specific notice.

Nothing in this policy is intended to interfere with any rights of employees under the National Labor Relations Act.

**Violations of this or any other policy subjects the employee-user to immediate revocation of system privileges and may result in disciplinary action, up to and including termination.**

**ACKNOWLEDGMENT STATEMENT**

This is to certify that I have read and agree to abide by the guidelines set forth within the Town's General Electronic Information and Communications Policy. As an employee of the Town of Barrington, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the Town's information and communication policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date