

TECHNOLOGY USE POLICY

1.0 PURPOSE: To protect the City's interests by defining acceptable use of City technology, and to protect the employees by providing clear direction on acceptable use of that technology. The City's interests include concerns of legal liability and data security. By providing this direction, the City lays out the guidelines, and provides an understandable framework within which to work.

2.0 POLICY:

2.1 Definitions:

- A. "City Technology" - This use policy includes, but is not limited to:
- Email
 - Internet browsing
 - Telephone systems (cell phones, internal phones, other)
 - 2-way radio (cell phone-integrated, business radio, etc.)
 - Voicemail systems
 - Fax machines
 - Printers and copiers
- B. "Acceptable Use" - Includes all activities that support an employee's work responsibilities. As examples, these activities can include: creation of documents and spreadsheets for a council agenda, generation of email messages in scheduling events with other cities, accessing the internet in research of HR policy, and using the phone system and voicemail system in maintaining contact with the public.
- C. "Home Use" - In limited cases, employees or elected officials will have access to City resources from home for the performance of City business. This may be through a dial-up connection to the City servers, or it may be through carrying a City-owned cell phone. In these cases, all the guidelines put in place by this policy apply and must be followed. Please note that City equipment will not be loaned or made available for personal use. An example of this unacceptable use would be borrowing a notebook computer for purposes of watching DVD movies at home.

Additionally with home use: If the determination is made that connecting to the networks from home is acceptable, the PC used in that connection will be required to have the following:

- Current, active anti-virus
- Functioning, effective firewall

The City maintains the right to refuse connection to any PC not following these guidelines.

- D. "Personal Use" - It is expected that employees will make occasional, incidental use of these resources. It is also expected that this use will not interfere with City business, and will not be excessive. Any personal use will not be treated differently from any other traffic on the City systems, since it is under the ownership of the City. Employees are also expected to pay for any charges (long distance, personal cell time, or other) incurred in the use of the systems.
- E. "Unacceptable Use" - The following list gives examples of unacceptable use, but is not intended to be a complete or definitive list.
- Displaying, printing or transmitting of threatening, abusive, profane, harassing, obscene, offensive, lewd, or pornographic material and/or communications.
 - Displaying, printing or transmitting of child pornography.
 - Personal use of technologies such that the time spent interferes with performing the functions of one's job.
 - Disruption of network services, such as intentionally distributing computer viruses.
 - Attempting to gain unauthorized access to internal or external computer systems.
 - Using someone else's identity to gain access to information, or to send email messages, without proper authorization.
 - Unauthorized copying of system files or software programs.
 - Using email to solicit for commercial ventures, or charitable, religious, or political causes. (City-sponsored charitable campaign drives are an exception.)
 - Downloading, copying, or distributing copyrighted materials without appropriate permissions.
 - Gambling online.
 - Sales of personal merchandise, unless in a city-authorized manner (intranet bulletin board, for example).
 - Without prior authorization, tying up network resources for any of the following:
 - mass-emailing of large mailings (multiple photographs, for instance)
 - audio/video streaming applications that tie up network resources
 - applications that continually check internet resources for updates (such as time/temperature programs, stock updates, etc.)
 - "instant messenger" applications from Yahoo, MSN, or others.
 - "Napster"-style applications that give server-to-server continual contact over the web.

2.2 Ownership:

The computer systems, network, servers, printers, operating systems, and software in place at the City are owned by the City, and exist for the purposes of enhancing city business. Any work performed on these systems is the property of the City of Blaine. The product of this work includes documents, spreadsheets, and email. All of this work is subject to the rules and guidelines of the City. Violation of these rules can lead to disciplinary action, including termination of employment, and criminal prosecution. This applies to use on or off City property.

2.3 Privacy:

The City reserves the right to access, retrieve, and read any data, messages, or files stored on City technology, and disclose any data, messages, or files without prior employee consent. Employee use of City technology is not private; nor should any City employee assume any expectation of privacy. This includes but is not limited to use of internal and external email, and use of the internet. Use of passwords does not make data, messages, or files private. Passwords may be reset or bypassed by the City at any time. By using City technology, employees consent to any monitoring of that technology that may take place.

Employees who resign, are terminated, laid off, suspended or otherwise cease (permanently or temporarily) their employment with the City of Blaine have no right to the contents of their email messages and are not allowed access to the email system. Supervisors may access an employee's email if employees are on leave of absence, vacation, or otherwise absent, or at any other time that the supervisor deems necessary for the City's business purposes.

Electronic data, including email messages, is treated as government records subject to data practices requests. It may be disclosed within or outside the City without the permission of the individual at any time for any purpose deemed necessary by the City, subject to any limitations imposed by law, including but not limited to the Minnesota Government Data Practices Act.

2.4 Information Services Activities:

The Information Services department has the duty of maintaining and safeguarding the computer systems, networks, phone systems, and servers here at the City of Blaine. In order to fulfill this function, the department must be given the authority over support activities on those systems.

Since the department will be held accountable for the performance of those systems, the following tasks are reserved as the responsibility of the Information Services Department. If any of these tasks are required, staff from that department will be contacted to perform those activities.

- Copying software or data.
- Updating operating systems.
- Reconfiguring hardware (keyboards, mice, monitors, etc.).
- Installing or updating software.
- Disposing of non-functioning or outdated equipment.

3.0 ADMINISTRATIVE RESPONSIBILITY

3.1 The Information Services Director shall be responsible for administering this directive.

3.2 All questions shall be initially referred to the Information Services Director.

Ronald R. Wood, City Manager

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received, read, and understand the City of Blaine Technology Policy. I agree to abide by the Technology Policy.

Employee Signature

Date

Print Name