

CITY OF DUNEDIN

COMPUTER CONTROL AND SECURITY POLICY

POLICY:

Maintaining the City of Dunedin's computer equipment, software, and intellectual property is very important to the continued high quality of operations within the municipality. With this in mind, it is necessary to establish criteria for the proper control and security of all such equipment and software. Florida State Statute 815 and software licensing agreements provide the binding legal framework within which all computer users must operate. All employees should be aware of these laws and regulations and abide by them as they use the City's computers to accomplish their assigned duties.

PURPOSE:

The purpose of this policy is to establish regulations and guidelines concerning the use of City-owned computer equipment and software for all employees of the City of Dunedin.

DEFINITIONS:

Intellectual Property: Includes computer data, programs, software, files, databases, and records.

Computer Equipment: Includes computers, networks, hardware, peripherals, and any related or connected equipment.

PROCEDURES:

General Regulations

1. All Intellectual Property and Computer Equipment are the property of the City of Dunedin.
2. All information stored for any purpose on Intellectual Property or Computer Equipment is subject to review at any time by a supervisor and is presumed to be a public record pursuant to Chapter 119F.S.
3. Any inappropriate use of City equipment or violations of this policy may result in disciplinary action up to and including termination.

Intellectual Property Regulations

1. Most computer programs are licensed to be used only on one computer. When a program is purchased, it is normally licensed to be installed on one machine, and should not be copied or duplicated. No City employee shall be permitted to copy, duplicate, take, or otherwise obtain a copy of any licensed computer software product purchased by the City for their own personal use, or for the purpose of installing it on another City computer other than the one for which the software was originally purchased unless authorized by the City Information Technology Services (ITS) Division.
2. No employee may examine, inspect, scrutinize, or otherwise search through the contents of files residing within or related to any City computer assigned to a City employee for what is generally considered to be that employee's exclusive use without permission from the employee or other official authorization.
3. No employee may examine, inspect, scrutinize, or otherwise search through the contents of files residing within or related to any City computer assigned to any group of City employees unless that employee is a member of that group, has the permission of a member of that group, or has other official authorization.
4. The copying, duplicating, taking, or obtaining of any computer program without legal authorization is a felony crime (FL. State Statute 815.04 – Offenses Against Intellectual Property). Legal action may be pursued against any City employee or other person found to be in violation of Florida law as it relates to computer-related crimes involving City-owned computer software.
5. No employee may install any computer software on any City computer without previous authorization from the ITS Division.
6. Any violation of these regulations may result in administrative disciplinary action in accordance with any applicable City policies, regardless of whether or not other legal action is being pursued.

Computer Equipment Regulations

1. The unauthorized modifying, removing, or damaging of computer equipment or supplies used or intended to be used in a computer, computer system, or computer network by any employee is forbidden.
2. The act of willfully or knowingly accessing or causing to be accessed any computer, computer system, or causing the denial of access to an authorized person, is forbidden unless prior official authorization is given.

3. No employee shall willfully, knowingly, and without authorization, destroy, take, injure, or damage any City-owned computer equipment or supplies used or intended to be used in a computer, computer system, or computer network. Such actions are a violation of Florida law (FSS 815.05) and depending upon the value of the damaged or stolen equipment, may be classified as either a misdemeanor or felony. Legal action may be pursued against any City employee or other person found to be in violation of Florida law as it relates to computer-related crimes involving City-owned computer equipment.
4. Any violation of these regulations may result in administrative disciplinary action in accordance with City policy, regardless of whether or not other legal action is being pursued.

Information Technology Services (ITS) Division Responsibilities

1. The ITS Division shall randomly check for properly licensed software on all City-owned computers. Any unauthorized software will be removed.
2. The ITS Division shall report any violations of this policy to the Department Head of the Department in which the violations occurred. Serious violations of this policy which involve possible criminal conduct will be reported to the Sheriff's Department for the purpose of a criminal investigation and prosecution.

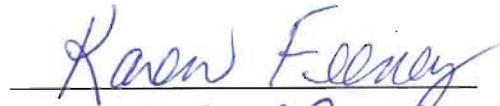
Effective Date of Policy

May 1, 1994

Revision Date:

April 9, 2002
February 26, 2014

Finance Director



City Manager Approval



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AWARENESS ACKNOWLEDGEMENT

I recognize that maintaining the City of Dunedin's computer equipment, software, and intellectual property is very important to the continued high quality of operations within the municipality.

I acknowledge and understand that all Intellectual Property and Computer Equipment are the property of the City of Dunedin. I further acknowledge and understand that all information stored for any purpose on Intellectual Property or Computer Equipment is the property of the City of Dunedin, is subject to review at anytime by a supervisor and is presumed to be a public record pursuant to Chapter 119F.S.

I acknowledge that I have carefully read and understand the Computer Control and Security Policy and understand that abiding by this policy is a condition of my employment. I understand that if I violate this policy, I may be subject to disciplinary action up to and including termination in accordance with the City rules and regulations and may be prosecuted in accordance with applicable Florida laws.

I have been given a copy of the Computer Control and Security Policy to retain in my personal records.

Date

Employee Signature

Employee Printed Name