

CITY OF DUNEDIN

INTERNET POLICY

PURPOSE:

To set forth the City of Dunedin's policy concerning use of the City's Internet access. For purposes of this policy, "Internet access," means the communication lines, software, and computers which the City supplies. Each employee's use of the City's Internet system must conform to these guidelines, without exception. This policy is also intended to inform employees that the media and information transferred through the City's Internet access, including e-mail, and other digital information in their possession or use is neither private nor confidential.

ORGANIZATIONS AFFECTED:

All Departments/Divisions/Sections

POLICY:

To be granted Internet access, a city employee must have:

1. A signed City of Dunedin Internet Policy Agreement (see page 5).
2. Department Head approval and justification of internet need.
3. MIS and Assistant City Manager approval.

RESPONSIBILITY:

- A. Users are required to:
 1. Limit use of the City's Internet access to legitimate City business purposes except as permitted in Section G of this policy.
 2. Learn and observe the permissible and prohibited uses of this policy.
- B. Users are cautioned that the Internet is not a secure environment; therefore, users should not reveal personal, private or proprietary information to anyone over the Internet unless authorized by the Assistant City Manager. They should not transmit over the Internet any unlicensed or illegal software, or any City owned software. There is no expectation of privacy over the Internet. Additionally, any material stored in a City computer is available to a supervisor at any time and there is no expectation of privacy as to such material whether public business or incidental personal use allowed by Section G.
- C. Department/Division/Section Heads are required to oversee that their Department's Internet users conform to City policy described in this and all other related documents.

D. Permissible Uses

1. The City of Dunedin provides Internet access to employees solely for business purposes except as permitted in Section G of this policy.
2. Internet access is intended to provide employees with ready access to information and communication available through the World Wide Web, when necessary for research, review and retrieval in the conduct of City business.
3. All material retrieved is the property of the City of Dunedin, as is any electronic mail created, sent or received through City supplied Internet access and is presumed to be a public record pursuant to Chapter 119F.S.
4. Electronic mail may be used on the Internet to conduct City business. When electronic mail is used on the Internet, it is subject to the City's e-mail policy.
5. All Internet material is subject to review by supervisory and/or other City employees at anytime including material constituting the incidental personal use allowed by Section G. There is no expectation of privacy and such material is presumed to be public record.

E. Prohibited Uses

1. The City's Internet access may not be used for any purpose that is unlawful or unethical.
2. Usage of Internet access may not compromise the integrity or business of the City in any manner.
3. No proprietary or sensitive information shall be transmitted to another party through the Internet for any purpose. This includes information relating to the conduct of the City's business, legal or financial affairs, unless authorized by the Department Heads.
4. Employees may not access the Internet from a computer outside the City, including home computers, using the City's Internet accounts unless in the conduct of City business with prior approval of the Assistant City Manager.
5. Employees may not use the City's Internet access including incidental personal use to view, access, retrieve, or review any material, which is obscene, sexually oriented, offensive, abusive, harassing, threatening, or which violates Federal, State or local laws or ordinances.
6. The City's Internet access may not be used to conduct personal business or for any personal gain. This prohibition includes use of the City's Internet access to "surf the Net" for any purpose which is not directly related to City business. This prohibition includes use of any individual component of the City's Internet access.
7. Employees may not access or subscribe to any Internet news group or web page, which is not directly and specifically related to the City's business. In no case shall the City incur any additional charges for any subscription, business related or not without prior written approval of the Assistant City Manager.

8. Purchases of any goods, materials or services made by Internet access shall conform to the City's purchasing and procurement procedures. Any employee who violates this provision shall be individually financially liable for the full amount of all purchases. No exceptions shall be made. In no case is an employee ever permitted to engage in personal or non-city related transactions over the Internet.
9. Downloads of files and e-mail attachments acquired through the Internet may not be used without prior screening for viruses in a manner approved by the MIS Manager.
10. For security reasons, persons not employed by the City, including former employees may not use the City's Internet access.
11. Employees may not reveal assigned passwords, log-on procedures or any other specific information to any other person unless otherwise directed by the employee's supervisor. Employees may not share passwords with other employees.

F. Monitoring

1. The City reserves the right to monitor any or all Internet access, including incidental personal use material.
2. Monitoring may include on-line monitoring of Internet access, tracking web-sites visited, amount of time spent on-line, access of data storage media and virtual private network usage.

G. Incidental Personal Use

The City Manager has determined that minimal incidental use of the City Internet/e-mail system will be permitted. This incidental usage must never impair productivity and is intended for occasional situations when a personal message needs to be relayed in the most efficient manner. Occasional/Incidental social interaction through the City's Internet/E-mail system must follow acceptable workplace norms and standards. Abuse of the spirit of this policy will result in termination of Internet and E-mail personal use. In addition abuse of the letter or spirit of this policy may result in discipline up to and including termination.

H. Disciplinary Actions

1. Violations shall cause the termination of Internet access privileges which may impact an employee's ability to perform his/her job which may result in demotion or termination.
2. Disciplinary actions shall be in accordance with the City's Progressive Discipline Policy.
3. Specific disciplinary actions shall be based upon the nature of the violation and the effect of the violation upon the City's business. In general, violations of these policies shall be considered in the most serious possible manner.

Effective Date of Policy:

April 9, 2002

Assistant City Manager

Date

City Manager

Date

ACKNOWLEDGEMENT

I acknowledge that I have received a written copy of the Internet Usage Policy for the City of Dunedin, I understand the terms of this policy and agree to obey them. I realize that there is no expectation of privacy of my use of the City's Internet and that all material is presumed to be a public record, including incidental personal use. My use of the Internet may be monitored or reviewed by my supervisors and/or other City employees at any time. I realize that the City's security software may record and store for management use, the electronic e-mail messages I sent and receive, the Internet addresses or screens of any site that I visit, and any network activity in which I transmit or receive any kind of file including incidental personal use. I understand that violation of this policy may lead to my dismissal from employment and may lead to criminal prosecution.

Signature

Date

Name (Printed)

Department