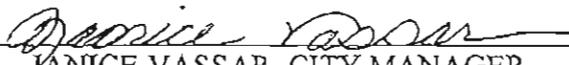


ADMINISTRATIVE POLICY: 2005-07 (Supersedes 2001-03 and 1997-02)

SUBJECT: INTERNET / E-MAIL ACCEPTABLE USE POLICY

DATE ISSUED: 11/23/05

DATE EFFECTIVE: 11/23/05

APPROVED:   
JANICE VASSAR, CITY MANAGER

SECTION ONE: PURPOSE

The purpose of the policy is to establish guidelines for Internet and E-mail usage utilizing city computer equipment.

SECTION TWO: ENFORCEMENT

All employees will be responsible for adherence to the provisions of the policy. The Information Systems Manager, through the supervision of the Administrative Services Director, is responsible for the administration of this policy.

SECTION THREE: DISTRIBUTION

City Council  
Department Managers  
Division Managers  
All Employees

# City of Lewiston Internet / Email Acceptable Use Policy

## Overview

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal is providing the service to staff to promote excellence within the City of Lewiston by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or useful information. Your best guide to appropriate work-related uses of the Internet is common sense. Good judgment can guide you to appropriate uses of the Internet. The smooth operation of the Internet relies on each of us using common sense to collaborate and contribute electronically. These guidelines and policies are provided to assist you. As an employee of the City of Lewiston, you are obligated to adhere to our Acceptable Use Policy.

In general this requires efficient, ethical and legal utilization of the network resources.

## Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the User's, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a city User violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any User violating these provisions, applicable state and federal laws, or City of Lewiston policies, is subject to loss of access privileges and other disciplinary options available, to include termination.

## Responsibility

When you telecommunicate with individuals, groups, or institutions you do so as an individual. You should not present your views, ideas, questions, or actions as representing the City of Lewiston unless doing so in a professional capacity. Remember that you are always identifiable as having an account at "cityoflewiston.org or ci.lewiston.id.us" and you must therefore; make it clear that your communications represent you and not the City of Lewiston when that is the case.

## Network and Internet Content Guidelines

Users will be allowed to produce materials for electronic publication on future networks and on the Internet. Data Processing will monitor these materials to ensure compliance with content standards. The content of User materials is constrained by the following restrictions:

1. No personal information about a User will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any User at any given time.
2. All User works must be signed with the User's full name.
3. No text, image movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.
4. The Internet is a tool provided to employees for business use and is not a public forum for general use.

## Usage Guidelines

The City of Lewiston computer User is held responsible for his/her actions and activity within his/her or department account. Some examples of such unacceptable use are:

1. Using the computers for illegal, inappropriate, or obscene purposes, including violation of copyright or other contracts. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of general accepted social standards for use of publicly-owned and operated communications vehicles.
2. Devising or executing any scheme or artifice to defraud or extort.
3. Intentionally disrupting information network traffic or crashing the network and connected systems.
4. Obtaining money, property, or services with false or fraudulent intent, representations, or promises.
5. Using the computers for financial or commercial gain.
6. Stealing data, equipment, or intellectual property.
7. Vandalism. Degrading or disrupting equipment, software or system performance. Vandalism is defined as any malicious attempt to harm or destroy data of another User, Internet, or other networks; or the destruction of computers and their peripherals.
8. Vandalizing the data of another User.
9. Changing the password of another User.
10. Wastefully using finite resources.
11. Gaining unauthorized access to resources or entities.
12. Willfully giving your password to another User, so he/she can access your account.
13. Invading the privacy of individuals. Using the Network to provide personal information that others may use inappropriately.
14. Using another User's account.
15. Posting personal communications without the original author's consent.
16. Post anonymous messages or posting messages with someone else's name on it.
17. Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
18. Altering the Network system.
19. Deliberate attempts at knowingly installing and/or running a computer virus on any network.
20. Possessing any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.
21. Making use of the computers in such a way that you disrupt the use of any computer by other Users.
22. Using the Internet, network, or computer systems for your personal use.
23. Attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization.
24. Loading any programs, software, or data files on any network or computer systems without first doing a virus scan.
25. Violating the Network and Internet Content Guidelines as previously outlined.

## Blogging

"Blog" is an abbreviation for "Web log." In simple terms, it's a website that allows one person to write a memo to the world. It's a place on the Web where a person can collect and share things they find interesting – anything from political commentary, a personal diary or links to other interesting websites.

The City of Lewiston prohibits blogging during work time and using City of Lewiston equipment for blog purposes. We can not control what you do on your own time and use of personal equipment. However, you should be aware of the following:

When you choose to go public with your opinions via a blog, you are legally responsible for your commentary. Individual bloggers can be held personally liable for any commentary deemed to be defamatory, obscene (not swear words, but rather the legal definition of "obscene"), proprietary, or libelous (whether pertaining to the City of Lewiston, individuals, or any other company for that matter). For these reasons, bloggers should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. In essence, you blog (or post on the blogs of others) at you own risk. Outside parties actually can pursue legal action against you for postings.

Inappropriate postings on a personal blog could result in disciplinary action up to and including termination.

## **Netiquette**

1. Be Polite.
2. Do not use vulgar or obscene language.
3. Use Caution when revealing your address or phone number.
4. Do not intentionally disrupt the network or other Users.
5. Abide by generally accepted rules of network etiquette.

## **Security**

1. If you identify a security problem, notify Data Processing immediately.
2. Do not show or identify a security problem to others.
3. Do not reveal your account password to anyone outside your division or allow another person to use your account.
4. Do not use another individual's account.

## **Vandalism/Harassment**

1. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
2. Harassment is defined as the persistent annoyance of another User of the interference in another User's work. This includes, but is not limited to, the sending of unwanted mail.

## **E-Mail**

Electronic mail is the most commonly used facility on the Internet. When communication outside of our organization, remember:

1. Our city connection prohibits commercial use; your activities should be restricted to project research or education.
2. Include your e-mail address in your message; MS\_Mail or the recipient's main system may mask your address.
3. The Internet is not secure; you should assume others can read and possibly alter you message.
4. No form of chain letter should be sent on the Internet.

5. Do not send mail so that it appears to have come from someone else.
6. When replying, selectively quote the original message; do not include the entire message, edit out what doesn't apply.
7. Forgo downloading attached files from people you don't know; they may contain viruses.
8. Practice safe computing: always virus scan programs received by e-mail. E-mailing them to others within the organization or saving them on a network drive can spread a virus very quickly and destroy business data.

## **FTP and Telnet**

Trying to remotely access a system you are not authorized to use is called "fishing." Unless you have prior authorization, do not try to get into open ports.

When downloading software, you must comply with city policies relating to software even if the software is in the "public domain." Please be sure to scan any programs for viruses before you run them.

Before downloading or trying to use Internet-specific software (e.g., a Gopher client, or a new version of Netscape) on your PC, check with Data Processing. You may be violating the license agreement or may cause problems with your PC.

When a file is available on multiple servers, select the one closest to Lewiston to minimize Internet traffic. As a courtesy to others, try to do large file transfers during off hours for the server. Think in terms of the site you are visiting, not your local time.

**Internet  
Acceptable Use Policy  
City of Lewiston**

**Acceptance:**

All terms and conditions as stated in this document are applicable to all Users of the network. I understand and will abide by the City of Lewiston Internet Acceptable Use Policy. I further understand that any violation of this Internet Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_