

Use of Information Technology and Internet Policy

Adopted by Board of Selectmen: April 8, 2014

General

Certain employees, elected officials, independent contractors, consultants and temporary workers (Users) may be provided with access to the Town's computer resources to assist them in the performance of their jobs. It is imperative that, while using the Town's computer resources, all Users conduct themselves in a responsible manner consistent with this policy and all related policies and practices of the Town.

The scope of this policy includes Old Saybrook's municipal computer network supporting administrative departments located primarily within the Town Hall complex, including Parks and Recreation and Youth and Family Services. Not within scope of this policy are the Police Department, Fire Department and the Board of Education.

"Computer resources" includes the Town's computer systems, file servers, applications servers, communication servers, mail servers, fax servers, web servers, workstations, standalone computers, laptops, data capable cell phones and other mobile devices, software data files and all internal and external computer and communications networks that may be accessed directly or indirectly from the Town Hall's computer network.

Ownership and Privacy

The computer resources are the property of the Town and it is expected that these tools will be used in an appropriate manner at all times. All information and communication on the Town's computer resources is, by law, public information and there is no expectation of individual user privacy.

The Town has the right, but not the duty, to monitor any and all aspects of its computer resources. While it is the practice of the Town to monitor only in response to a particular problem or complaint, the Town reserves an unlimited right to access and review all materials Users create, store, send, or receive on the Town's computer resources.

The Town also reserves the right to monitor a User's activity on the Internet or any other computer network if the monitoring is necessary to serve a legitimate Town purpose. Users understand that the Town may use manual or automated means to monitor use of its computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by Users on the Internet, monitoring chat groups and news groups, reviewing material downloaded by Users to/from the Internet and reviewing e-mail sent and received by Users.

Security and Passwords

Authorized Users have been provided passwords for the use of the Town's computer resources. User accounts and passwords are an important aspect of the Town's computing security and are the front line of protection for User and Administrator

accounts. A User's individual account and unique password acts as a personal key to provide access to computing resources as well as granting specific permissions and capabilities within the computing environment.

Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored on-line or given to others. Users are responsible for all transactions made using their passwords.

Automated auditing on network servers and client computers routinely records individual account usage. Assigned account users are responsible for any activity, access or communication which is performed utilizing their individual account.

To ensure adequate protection of Town computing resources, passwords must meet the following minimum complexity requirements:

- Passwords must be at least 8 characters in length;
- Passwords must include both uppercase and lowercase characters;
- Passwords must include at least one numeric digit;
- Passwords may not be reused;
- Passwords will be changed no less often than every six months. Exception: Network administrative and service accounts with controlled use.

Compliance with the complexity requirements for Individual User accounts will be enforced using electronic administrative means wherever possible.

Users will manage individual account passwords utilizing tools provided as part of their personal computer configuration. The IT Department WILL NOT keep any record of individual account passwords. In the event that a password is forgotten or lost the IT Department will issue the User a temporary, single time use password. The User will be required to register a new personal password during their next logon session.

All systems connected to the Town's network are required to have administrator accounts maintained by the IT Department. These accounts are utilized for routine system management, computer performance data collection, hardware maintenance, software maintenance, data recovery and forensic analysis. Activities of administrator accounts will be included in any automated auditing which is routinely tracking account activity.

Use of passwords to gain access to the computer resources or to encode particular files or messages does not imply that Users have an expectation of privacy in such access or materials.

Appropriate use

The primary purpose of computers, electronic communications and Internet access systems is intended for official Town business. All Users are reminded that electronic communications and internet access is subject to all applicable Federal, State and local laws, regulations, ordinances or policies. Users are responsible for observing copyright

and licensing agreements that may apply when downloading files, documents and software.

Users must make each electronic communication truthful and accurate. They must use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Users must keep in mind that anything created or stored in the computer system may, and likely will, be treated as public records and reviewed by others.

Information published or otherwise distributed electronically is subject to all laws, policies, regulations and procedures regarding the distribution and retention, public requests for information and distribution of information to the public.

Because the Town's name generally appears with communications sent on the Internet from its computer resources, Users must not include any unofficial views or opinions in their electronic communications.

Prohibited Activities

Users must use the Town's computer resources lawfully. Users must comply with the laws and regulations of the United States and other nations, and the laws and regulations of all states, cities, municipalities and other local jurisdictions. The Town will cooperate with any legitimate law enforcement activity resulting from the use of its computer resources.

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, chat groups or any social media site. Further, such material may not be displayed on or stored in the Town's Computers. Users encountering or receiving such material should immediately report the incident to the First Selectman.

Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages or postings. Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to new groups, sending e-mail or otherwise communicating on-line.

Computer Software

Users must respect all computer software copyrights and adhere to the terms of all software licenses to which the Town, and its authorized Users, are parties.

Without prior written authorization from the First Selectman or IT Manager, Users may not do any of the following with respect to software:

- Copy software for use on their personal computers;

- Provide copies of software to any independent contractors, vendors or third parties;
- Install software on any of the Town's work stations or servers;
- Download any software from the Internet to any of the Town's work stations or servers;
- Modify, revise, transform, recast, or adapt any software;
- Reverse engineer, disassemble or de-compile any software.

Off-Site Use of Computer Resources

Off-site use of Town equipment and/or communications technology is permitted by employees who are authorized by their Department Head for use in any of the following situations:

- Performing Town related work from home.
- Performing Town related work while engaged in travel away from Town facilities.

The Town does not expect employees who use Town equipment and communications technology in any of the above listed situations to carry or use separate personal vs. Town equipment, i.e. portable computers, personal digital devices (iPhone, iPad, Blackberry, Android devices, etc.), cell phones or pagers in order to fulfill their work responsibility to the Town.

The use of Town equipment in these circumstances must not be subjected to unusual wear or performance degrading conditions not normally part of the employee's work involving the equipment.

Personal Use of Computer Resources

Occasional use of the computer resources by a User for his or her own personal communications is permitted when the use does not interfere with the User's or another User's job responsibilities, performance of the computer resources or Town operations. A short email to confirm a personal appointment, obtaining directions or a quick note to a family member are examples of occasional personal use. The Town reserves the right to determine what acceptable occasional use is.

Use for personal or third party gain or profit is strictly prohibited. Solicitation for any purpose, other than Town sponsored activities, is strictly prohibited.

All Users are reminded that this limited occasional personal use must comply with this policy and all other policies and practices of the Town. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the First Selectman.

Social Media Use for Work Purposes

With prior written approval of the First Selectman and at the direction of the IT Manager, official sites can be created and maintained on social media such as Facebook, Twitter and LinkedIn. Use of these sites is for official Town business only and content is subject to all Town policies. Using these official sites for personal use or opinions is prohibited. Sites will be monitored to ensure compliance with this policy.

Violation of Policies

Any violation of any of the provisions of this policy can lead to loss of computer services, and/or progressive disciplinary action, up to and including termination. Such action will depend upon the severity of the violations; the frequency of the violations; and the effect such violation has on the network.

ACKNOWLEDGEMENT OF RECEIPT OF COMPUTER USAGE POLICY

I, _____, acknowledge that I have received, read and understand the
(Print Name)

Town of Old Saybrook's Computer Usage Policy and agree to comply with said policy at all times during my employment for the Town.

Signature

Date

Copies of Acknowledgements will be kept in employee's personnel file as well as the Information Technology Office.