



**Policy: 2019013**

**Date in Effect: 01/21/2011**

**Latest Revision: 04/15/2019**

## **COMPUTER, E-MAIL AND INTERNET USE POLICY**

The City of Findlay makes a variety of information system resources available to employees to assist them in performing their job functions, enhance efficiency and serve the public interest. These resources include but are not limited to: computers, printers, application software, data files, email, and internet access. These resources are property of the City of Findlay and are to be used for valid business functions. Limited personal use of these resources is acceptable within guidelines established in this and other City policies. However, any use of the City of Findlay resources that interferes with the employee's job duties, official City business, or that is intended for personal monetary gain, is prohibited.

Violation of this policy may result in disciplinary action up to and including dismissal.

### **A. Computer Documents and Records**

All data such as e-mail messages, document files, internet usage, and logs that are created, maintained, or sent and received using City resources are the property of the City.

Computer records are not considered private or confidential, and may be subject to public disclosure. The Computer Services Department routinely monitors employees' usage and reserves the right to forward their findings to the appropriate department supervisor, department head and/or the Director of Public Service and/or Safety

Unauthorized monitoring or reading of the City's computer records or their content violates this City policy.

### **B. Computer Use**

Computers should be used according to the following guidelines:

- a. Employees should not install any software or hardware, including screen savers and shareware, without prior approval of the Computer Services department, following a formal request by the department supervisor. Approval will only be granted if the software or hardware is job related and proper licensing has been obtained. Unauthorized software may be uninstalled without notice. All physical software installation media and licenses will be stored in the Computer Services office; electronically stored media and license accounts will be maintained by the Computer Services department.
- b. Computer passwords should not be shared with anyone for any reason. If you believe someone has gained access to your password or your account has otherwise been compromised, reset your password immediately, then contact the Computer Services department to investigate.

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### **C. Internet Use**

While accessing the internet, employees represent the City of Findlay and should conduct themselves appropriately. The following guidelines are provided to ensure the proper use of the internet:

- a. Employees should use the internet to gather and exchange information that is job related or critical to the City's mission. Minimal personal use is acceptable within the parameters of this policy. Minimal use is considered to be on an irregular basis for a short period of time during the work period. Personal use of the internet should not interfere with the performance of the employee's job duties. Department Heads reserve the right to implement stricter internet guidelines for his/her department.
- b. Employees will not use the internet to send or solicit material that is indecent, pornographic or offensive in nature, or in violation of any other City policy. Internet use should be considered subject to public disclosure. Therefore, all internet sites visited should be able to withstand public disclosure without any unnecessary burden to the City of Findlay.
- c. Each individual's internet usage on the City of Findlay network is logged and stored for three to twelve months. City administrators and/or department supervisors have the right to review the internet usage history for the employees they supervise. Computer Services personnel will make this information available to them upon formal request.
- d. Forums, newsgroups, and chat rooms are to be subscribed to and used only for legitimate business purposes with the approval of the Computer Services department. Any message sent or posted may be interpreted as the City's position or policy. The content of any message should be appropriate for the workplace.
- e. Usage of streaming media (audio/video) that is not work related may be disabled at the discretion of the Computer Services office if it is deemed to be adversely affecting the overall internet connection for the City.

### **D. E-Mail**

The use of the e-mail system is for City business. Incidental and occasional personal use of the e-mail system is permitted in accordance with the provisions of this policy and other City policies. The following guidelines are provided to ensure proper use of the e-mail system:

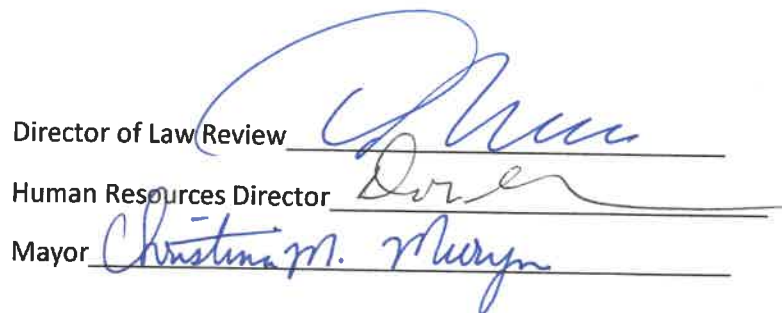
- a. Confidential information, such as personnel or legal decisions, should be communicated using an email encryption system, which is available upon request from the Computer Services dept.

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- b. E-mail messages that could be construed as indecent, offensive, harassing or defamatory are prohibited.
  - c. E-mail messages should not be used to campaign for or against a candidate for nomination or election to a political office, or any other political activity.
  - d. E-mail messages should be considered as any other form of correspondence and may be subject to public disclosure. Therefore, e-mail messages, business or personal, should be able to withstand public scrutiny without embarrassment to the City of Findlay.
  - e. The employee's department supervisor should approve any e-mail messages intended for citywide distribution. This should include but is not limited to; reminders of City sponsored functions, announcement of birth/adoption of a child, employee recognition announcements and announcements of a death in an employee's family.
  - f. All City of Findlay employee email is archived and tracked by individual user. City administrators and/or department supervisors have the right to review the archived email history for the employees they supervise. Computer Services personnel will make this information available to them upon formal request.
  - g. Employees should not attempt to access another employee's e-mail without authorization.
  - h. All E-Mail users are required to complete periodic security training, which will be provided by the Computer Services office. Training may be a combination of videos, documents, and tests. Failure to complete this testing may result in the individuals email access being disabled.
  - i. All email users shall be enrolled in an automated "phishing test" campaign that will periodically send simulated phishing emails to their inbox, in order to reinforce and test each user's knowledge. Failure of these tests will result in required remedial security training.

Director of Law Review

Human Resources Director

Mayor

Three handwritten signatures in blue ink are present. The first signature is for the Director of Law Review, the second is for the Human Resources Director, and the third is for Mayor Christina M. Murray.