

City of Delaware Internet and Information Systems Policy

All City of Delaware employees have special responsibilities that must be satisfied in order to make effective, safe, and responsible use of the Internet and of the technology into which the City of Delaware has invested. Because security issues concerning the transmission of information have yet to be resolved and because of the sensitive and personal nature of the information that the City of Delaware possesses, city employees must exercise good judgment when providing information to other individuals.

The City of Delaware offers this Internet technology to employees primarily for carrying out the business purposes of the City, and all other purposes should be viewed with this overall goal in mind. Secondary purposes include: enhancing operations by enabling employees to locate and retrieve information; communicate more effectively with other departments, employees, and organizations via electronic mail (email); more easily publish information of interest to the community and the general public.

Because of the wide array of information that may be construed as sexually, religiously, ethically, or racially offensive, city employees must also exercise good judgment when viewing, downloading, or disseminating Internet material. The ultimate responsibility for formulating individual search strategies lies with individual employees. When the Internet is used to search, browse, or retrieve information, users must restrict search queries to the general topic at hand.

1. **Policy.** The City of Delaware computer resources and email system are considered to be city property. The use of the city's computer network, including Internet, intranet, email, servers, personal computers, associated hardware and software, and online services, is for valid City of Delaware business purposes only.
 - a. Valid City of Delaware business purposes include but are not limited to:
 - i. Collecting and disseminating information in connection with City of Delaware business;
 - ii. Communicating with outside contractors, businesses, or individuals currently or potentially doing business with the City of Delaware;
 - iii. Conducting research to obtain information and material related to city issues.
 - b. The following uses are examples of, but not an exhaustive list of activities prohibited by this policy:
 - i. Any use that interferes with normal business activities;
 - ii. Any use in connection with an employee's own business activities;
 - iii. Any use that could possibly bring embarrassment or harm to the City of Delaware;
 - iv. Any use that would violate federal, state, or local laws;
 - v. Transmitting, downloading, viewing, or printing discriminatory, obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials;
 - vi. Distributing or printing copyrighted materials, which includes articles and software, in violation of the copyright laws;
 - vii. Any use that could violate the privacy rights of the City of Delaware, City of Delaware employees, or clients of the City of Delaware;
 - viii. Internet activities that could disclose confidential information;
 - ix. Using the Internet, email, or online services of any other employee;
 - x. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference; and
 - xi. The purchase of goods, materials, or services via the Internet utilizing a City of Delaware credit card or other credit means unless so authorized by the Director of Finance.
 - c. All employees of the City of Delaware shall use all reasonable safeguards when using the city's computer network to avoid the mistaken distribution of another's information. The transmission of confidential information shall only be in accord with the current procedures

and regulations. Employees should disclose information or messages from the email system only to authorized employees. Email information is limited to those individuals with a need to know.

d. All City of Delaware employees are hereby put on notice that the City has the ability to trace all network activity performed on City equipment, including Internet sites visited by City employees. All City of Delaware employees are hereby put on notice that the City of Delaware reserves the right to monitor any and all employee email stored in or transmitted from the workplace to ensure that the system is being used for business purposes only, to ensure that the City's policies on harassment are being followed, and to access information in an employee's email system when that employee is unavailable. Electronic audits of email, Internet, and other network activity by City of Delaware employees are available within the City to support identification and prosecution of unauthorized activity. City of Delaware employees do not have a personal privacy right in any matter created, received, stored in or sent from the City's computer network.

2. **Violations.** Any violation of the above policy shall be considered improper use of City equipment. Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary the City will advise appropriate legal officials of any illegal violations.
3. **Administration.** This policy will be administered through the Department of Administrative Services.