



Technology Use Policy

APPENDIX B

Of the City of Ammon

Personnel Policy

Appendix B Policy Adoption Date

February 2, 2012

TECHNOLOGY USE POLICY

A. PURPOSE

This document provides policy for the City of Ammon (hereafter referred to as 'the City') by defining acceptable use conditions for employees when using City office equipment, including information technology, for *both* limited personal reasons and City business.

B. BACKGROUND

This policy establishes both privileges and responsibilities for employees in the City. It recognizes these employees as responsible individuals who are the key to making the City more responsive to its citizens. It allows employees to use City office equipment for non-City purposes when such use involves minimal additional expense to the City, is performed on the employee's non-work time, does not interfere with the mission or operations of the City and does not violate ethical conduct for employees.

Taxpayers have the right to depend on the City to manage their tax dollars wisely and effectively. Public confidence in the productiveness of the City is increased when members of the public are confident that it is well managed and assets are used appropriately. The relationship between the City and its employees who administer the functions of the City is one based on trust. Consequently, employees are expected to follow rules and regulations and to be responsible for their own personal and professional conduct. It is expected that employees shall put forth honest effort in the performance of their duties.

In return, employees are provided with a professional supportive work environment. They are given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps the City to retain highly qualified and skilled workers.

This policy does not supersede any other applicable law or higher level directive or policy.

C. AUTHORITY

City employees may use City office equipment for authorized purposes only. As set forth below, limited personal use of City office equipment by employees during non-work time is considered to be an "authorized use" of City property.

D. GENERAL POLICY

City employees are permitted limited use of City office equipment for personal needs *if* the use does not interfere with official business and involves minimal additional expense to the City. This limited personal use should take place during the employee's non-work time. This privilege to use City office equipment for non-City purposes may be revoked or

limited at any time. This policy in no way limits personnel in the use of City office equipment, including information technology, for official City activities.

1. DEFINITIONS

a. **PRIVILEGE**

Means, in the context of this policy, that the City is extending the opportunity to its employees to use City property for personal use in an effort to create a more supportive work environment. However, this policy does not create the 'right' to use City office equipment for non-City purposes. Nor does the privilege extend to modifying such equipment, *including loading personal, or downloaded software*, and/or making configuration changes, except for necessary updates to already installed software.

b. **CITY OFFICE EQUIPMENT INCLUDING INFORMATION TECHNOLOGY**

Includes but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, internet connectivity and access to internet services, and e-mail. This list is not intended to limit City office equipment to the above, but rather is provided to show examples of office equipment as envisioned by this policy. City department managers may include additional types of office equipment.

c. **MINIMAL ADDITIONAL EXPENSE**

Means that employee's personal use of City office equipment is limited to those situations where the City is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the City or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper. Examples of minimal additional expenses include, making a few photocopies *in black and white*, using a computer printer to printout a few pages of material *in black and white*, making occasional brief personal phone calls, infrequently sending personal e-mail messages, or limited use of the internet for personal reasons. Personal copies or printouts in color must be preapproved by the appropriate department head.

d. **EMPLOYEE NON-WORK TIME**

Means times when the employee is not otherwise expected to be addressing official business. Employees may for example - use City office equipment during their own off-duty hours such as before or after a workday (subject to local office

hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times).

e. **PERSONAL USE**

Means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Users are specifically prohibited from using City office equipment to maintain or support a personal private business. Examples of this prohibition include employees or officials using a City computer and internet connection to run a travel business or investment service. The ban on using City office equipment to support a personal private business also includes employees or officials using City office equipment to assist relatives, friends, or other persons in such activities. Users may, however, make limited use under this policy of City office equipment to check their personal investments, or to communicate with nonofficial outside contacts such as a family member, friend or even a volunteer charity organization (examples).

f. **INFORMATION TECHNOLOGY**

Means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

2. **SPECIFIC PROVISIONS ON USE OF EQUIPMENT AND SERVICES**

All office equipment and software necessary for conducting City business is to be provided and installed by approved personnel. Personal software or software downloaded from the internet, other than necessary updates for already installed software, is not to be installed on City equipment without proper approval. Employees are authorized limited personal use of City office equipment. This personal use must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the City in areas such as:

- Communications infrastructure costs: i.e. telephone charges, telecommunications traffic, etc.
- Use of consumables in limited amounts: i.e. paper, ink, toner, etc.
- General wear and tear on equipment.
- Data storage on storage devices.
- Transmission impacts with moderate e-mail message sizes such as e-mails with small attachments.

3. INAPPROPRIATE PERSONAL USES

All users are expected to conduct themselves professionally in the workplace and to refrain from using City office equipment for activities that are inappropriate. Misuse or inappropriate personal use of City office equipment includes, but is not limited to the following:

- Any unprofessional use of City office equipment. For example, the creation or use of inappropriate or personal desktop icons, images, wallpapers or screensavers detract from a professional working environment.
- Any personal use that could cause congestion, delay, or disruption of service to any City system or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network. "Push" technology or "Peer to Peer" file exchange on the internet and other continuous data streams, such as streaming audio, video or real time applications such as; stock ticker, weather monitoring or internet radio, would also degrade the performance of the entire network and be an inappropriate use.
- Using the City systems as a staging ground or platform to gain unauthorized access to other systems.
- The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
- Using City office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.
- The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited, etc.
- Use for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services).
- Engaging in any outside fundraising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
- Use for posting agency information to external newsgroups, bulletin boards or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a City

employee, unless appropriate approval has been obtained. This also includes uses or communications at odds with the City's mission or positions.

- Any use that could generate more than minimal additional expense to the City.
- The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

4. PROPER REPRESENTATION

It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using City office equipment for non-City purposes. If there is expectation that such a personal use could be interpreted to represent the City, then an adequate disclaimer must be used. One acceptable disclaimer is:

"The contents of this message are mine personally and do not reflect any position of the City of Ammon."

5. ACCESS MANAGEMENT AND SECURITY

Users must not use other users' passwords, user ids, or accounts or attempt to capture or guess other users' passwords. Users must not hide their identity for malicious purposes or assume the identity of another user.

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, programs, or information protected under state and federal laws. Users must not release another person's private or restricted information.

Users must:

- Follow established procedures for protecting City assets and data, including managing passwords.
- Protect the physical and electronic integrity of equipment, networks, software and accounts on any City equipment.
- Not open e-mail from unknown senders or e-mail that seems suspicious.
- Not knowingly introducing worms or viruses or other malicious code into neither system nor disable protective measures: i.e. antivirus, spyware firewalls.
- Not install unauthorized software.
- Not send restricted or confidential data over the internet or outside the City network unless appropriately protected.

- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, PDAs, and mp3 players.
- Users have no inherent right to use City office equipment. Therefore, all departments will establish appropriate controls to ensure that the equipment is used appropriately.

6. PRIVACY EXPECTATIONS

Users do not have a right, nor should they have an expectation, of privacy while using any City office equipment at any time, including accessing the internet or using e-mail. By using City office equipment, users imply their consent to disclosing the contents of any files or information maintained or passed through City office equipment.

By using this office equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the internet or using e-mail. Any use of City communications resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

System managers may employ monitoring tools to detect improper use. Electronic communications may be disclosed within the City to employees or officials who have a need to know in the performance of their duties. City officials, such as the Mayor, City Council members, system managers and/or supervisors, may access any electronic communications. If any equipment is being used in a manner believed to be a violation of the law, the same will be reported to law enforcement.

7. SANCTIONS FOR MISUSE

Unauthorized or improper use of City office equipment may result in loss of use or limitations on use of equipment, disciplinary action or dismissal as well as possible criminal penalties and/or users being held financially liable for the cost of improper use. Sanctions for misuse shall be determined as appropriate based on the offense by the employee's Department Head and the City Administrator. Sanctions will result in formal action up to and including termination. In some instances the determination will be referred to the Mayor and City Council.

EXAMPLE SIGNATURE PAGES OF RECEIPT AND UNDERSTANDING

**CITY OF AMMON TECHNOLOGY USE POLICY – APPENDIX B
ACKNOWLEDGEMENT OF RECEIPT
SIGNATURE SHEET**

RECEIPT:

I, _____ acknowledge that I have received a copy of the **City of Ammon Technology Use Policy, Appendix B** of the Ammon Personnel Policy Manual. I understand that it is my responsibility to review this policy appendix. My signature below affirms that I will read and understand the policy appendix. If I have questions regarding any aspect of the policy appendix, I will discuss these questions with my supervisor or the Designated Human Resource person as necessary until I fully understand the policies and procedures of the City of Ammon.

I understand that should this Policy be modified that I will be provided with a copy of the modification.

_____	_____
Employee Signature	Date
_____	_____
Human Resource (Witness to Employee Signature)	Date

**CITY OF AMMON TECHNOLOGY USE POLICY – APPENDIX B
ACCEPTANCE AND UNDERSTANDING
SIGNATURE SHEET**

ACCEPTANCE:

My signature below affirms that I have read and understand the terms of the **City of Ammon Drug Free Work Place Policy** and that I have addressed any concerns or questions regarding this policy with my Department Head or the designated Human Resource person. I further understand that I am governed by the contents of this policy and it is my responsibility to remain familiar with all of the information contained. Any violation of this policy may be cause for termination.

_____	_____
Employee Signature	Date
_____	_____
Department Head (Witness to Employee Signature)	Date