

Delta Township Compiled Policy Manual

Title:	Delta Township's E-mail, Internet, and Network Use Policy
Adoption Date:	October 15, 2007
Revision Date:	

General Purpose: To provide a policy that will outline the use of the Township's e-mail, internet, and network use.

Summary Statement of Policy: This policy is intended to ensure the proper use of Delta Township's Information Technology System. Every employee is expected to read, understand, and follow the provision of this policy and will be held responsible for knowing its contents. Use of Delta Township's Information Technology System constitutes acceptance of this policy and its requirements.

Actual Policy as written:

1. **Use of E-mail System:** Delta Township's e-mail system is the sole and exclusive property of the Township, and should be used for business purposes only. No employee has a proprietary interest in any messages and no messages are confidential. The Township reserves the right to monitor all employee e-mail transmissions.
 - a) E-mail is not a secure way of communicating confidential correspondence. Never send any confidential information via e-mail unless you receive prior approval from your supervisor.
 - b) Users expressly waive any right of privacy in anything they create, store, send, or receive on the Information Technology System. The Township reserves the right to monitor the e-mail system, or other information being downloaded or transmitted to or from the Township's computers. E-mail, data, communications, and information sent through or stored on the system will be subject to inspection and monitoring by authorized representatives of the Township without notice.

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist, obscene, harassing, or sexually suggestive remarks, jokes or images, or discriminatory statements including but not limited to a persons sex, gender, race, age religion, national origin, disability, height, weight, or marital status. If you receive an email of this nature, you are to report this immediately to your supervisor. If it is discovered that e-mail was received and not reported, disciplinary action may follow.

- Forward a message or copy a message or attachment belonging to another user without obtaining permission from the other user.
 - Send unsolicited messages or chain mail.
 - Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
2. **Internet Use:** The Information Technology System has been set to provide the most protection possible for the Township against unwanted intrusions and viruses. Do not change the settings without prior written permission. Unless prior written authorization is received, do not download any software from the internet to protect the Township against viruses and unintentional copyright infringement.

Furthermore, the use of the Internet service provided by the Township is for official business only. Employees do not have a personal privacy right in any matters created, received, stored in, or sent from the Township's e-mail system. Electronic audits of e-mail and other Internet activity may be implemented to support identification and discipline of unauthorized activity. Any violation of this policy may result in disciplinary action up to and including discharge.

Delta Township's Right to Monitor Use: Delta Township reserves the right to monitor, intercept, access, and disclose all information created, sent, received, or stored on its Information Technology System at any time, with or without employee notice. The Township will regularly monitor and maintain a log of employees' Internet access including the type of sites accessed, the name of the server, and the time of day that access occurs. Before providing access to stored electronic communications such as e-mail messages and internet use, written authorization will be required from the Township Manager. Information obtained through monitoring may be used as a basis for employee discipline or termination.

3. **No Presumption of Privacy:** No communications, whether business-related or personal, created, sent, received, or stored on the Township's Information Technology System are private. You should also recognize that e-mail messages deleted from the system may still be retrieved from the computer's back-up system when requested by authorized personnel.
4. **Prohibited Activities:** Employees may not, without the Township's IT Administrator's authorization, upload, download, or otherwise transmit copyrighted, trademarked, or patented material, trade secrets, or confidential, private, or proprietary information or materials. Employees may not upload, download, or otherwise transmit any illegal information or materials. Employees may not use the Township's electronic system to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may employees use someone else's code or password or disclose anyone's code or password including their own. It is a

violation of this policy for employees to intentionally intercept, eavesdrop, record, or alter another person's Internet and e-mail messages. Employees may not enable unauthorized individuals to have access to or use the Township's Information Technology System, or otherwise permit any use, which would jeopardize the security of the Township's Information Technology System.

5. **Licensing Fees:** Employees may not install any software for which Delta Township has not paid the appropriate licensing fee.
6. **Encryption:** Employees may not password protect or otherwise privately code their files without prior authorization from their department head. If encryption software is used, the employee must give the password to his or her department head.
7. **Viruses and Tampering:** Any files downloaded from the Internet must be scanned with virus detection software before installation and execution. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of the Township's electronic systems are expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to the IT Administrator.
8. **Disclaimer of Liability for Use of the Internet:** Delta Township is not responsible for material viewed or downloaded by users from the internet.
9. **E-mail Addresses:** Delta Township reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure to ensure that important business communications reach the Township.
10. **Violations:** Violation of this policy may subject employees to disciplinary action from the removal of privileges up to and including dismissal from employment and, if applicable, any criminal or civil penalties or other legal action. Employees who observe violations of this policy are obligated to report them to their department head or to Human Resources. The Township Manager may authorize individuals, for investigative purposes, to engage in activities otherwise prohibited by this policy.
11. **Policy Changes:** Delta Township reserves the right to change this policy at any time without notice. Nothing in this policy is intended or should be construed as an agreement and/or a contract, express or implied.