

REGULATIONS FOR THE USE OF THE ELECTRONIC SYSTEMS AND TOOLS OF THE TOWN OF MADISON

I. Purpose

The Town of Madison (the "Town") establishes these Regulations to prescribe the proper use of electronic systems and tools that are provided by the Town to its employees for the purpose of performing job functions, including communication, information exchange and research. These Regulations pertain to the use of the Town's electronic mail (e-mail) system and access to the Internet. These Regulations apply to all employees, contractors, volunteers and other users of the Town's electronic systems and tools.

II. Definition

- A. "*Electronic systems and tools*" means all hardware, software, tools, files and documents owned by the Town and available for official use, including, but not limited to, e-mail, voice mail, calendaring and systems such as the Internet.
- B. "*Employee*" means any person employed by the Town, on a part-time or full-time basis.
- C. "*Internet*" means a worldwide computer network that connects thousands of computers and millions of individual subscribers worldwide.
- D. "*Supervisor*" means any person employed by the Town who supervises another Town employee. "*Supervisor*" includes the employee's immediate supervisor, department head and First Selectman.
- E. "*User*" means any person using the Town's electronic systems and tools.

III. Notices Regarding Use

- A. Files, e-mail, documents and other electronically stored material of users of the Town's electronic system are not private.
- B. All user and employee files, e-mail, documents and other paper or electronically-stored material are subject to disclosure pursuant to the State Freedom of Information Act (Connecticut General Statutes Section 1-18)

- C. All employee files, e-mail, documents and other paper or electronically-stored material are subject to mandatory retention pursuant to the State's Records Retention Act (Connecticut General Statutes, Section 11-8, 11-8a and 7-109).
- D. The Town of Madison reserves the right to access and monitor all messages and files on the computer system.
- E. To prevent computer viruses from being transmitted through the system, no employee shall download software from E-mail or the Internet. No non-Town software shall be loaded on Town computers without the prior approval of the user's department head. Caution should be used when opening attachments on e-mail messages. Attachments should not be opened from unknown senders or for unknown subject matters.
- F. Internet relay chat channels may only be used to conduct official Town business. Permitted activities include gaining technical or analytical advice and assessing databases for information required to conduct Town business.

IV. Acceptable Use Regulations

- A. The electronic systems and tools of the Town shall be used only in accordance with these Regulations and only to conduct official Town business.
- B. The Town's electronic systems and tools may be used for the following acceptable uses, to the extent that they promote official Town business:
 - 1. To facilitate performance of job functions;
 - 2. To facilitate the communication of information in a timely manner;
 - 3. To coordinate meetings of individuals, locations and Town resources;
 - 4. To communicate with departments throughout the Town;
 - 5. To communicate with outside organizations as required in order to perform an employee's job functions.

- C. The Town's electronic systems and tools shall not be used for any unacceptable uses which include, but are not limited to, the following:
1. Conducting illegal activities;
 2. Degrading, disrupting or destroying electronic systems and tools, including such activities as tampering with computer hardware and software, vandalizing or modifying data of the Town without permission, invoking computer viruses, and attempting to gain access to restricted or unauthorized networks or network services or to the files of other users.
 3. Violating any copyright laws or software license agreements, including, but not limited to, duplicating licensed software, except for backup purposes; making, acquiring or using software without proper documentation; and using software in violation of the license agreement;
 4. Vandalizing or modifying the data of another user or using or divulging one's own or another's password or another person's personal information without prior authorization by the user's department head;
 5. Attempting to gain or gaining unauthorized access to electronic systems and tools, and attempting to violate or violating electronic systems or tools security systems;
 6. Intentionally intercepting, eavesdropping, recording, altering or receiving other persons' e-mail messages without prior authorization by the user's department head;
 7. Releasing proprietary information, such as security specifics, software products, et cetera, without prior authorization by the user's department head;
 8. Creating, sending, forwarding, downloading, printing or storing messages or graphical images which are harassing, threatening, intimidating, libelous, slanderous or defamatory;
 9. Creating, sending, forwarding, downloading, printing or storing messages or graphical images which are pornographic, obscene, sexually explicit, suggestive, offensive or degrading;
 10. Lobbying or making political statements or endorsements;

11. Using the electronic systems and tools for personal reasons, for product advertising, for personal financial or commercial gains, for solicitations, for commercial or for-profit activities or for collective bargaining purposes;
 12. Using the electronic systems and tools to promote religious activities;
 13. Posting anonymous messages;
 14. Using non-business software, including games or entertainment software;
 15. Using the electronic systems and tools in any other manner that is illegal or violates work place rules.
- D. All users shall act in a responsible, ethical and legal manner at all times; shall be considerate of other electronic system users and their privacy; and shall use polite and appropriate language while accessing and using these electronic systems and tools.
- E. All users who release their personal information, including personal identifying information, do so at their own risk.
- F. All users shall immediately report any suspicious behavior, virus releases, security problems and breaches of these requirements to a supervisor or to other appropriate staff.
- G. All users shall immediately report any suspected release of viruses or other intrusions by way of the Internet or by unauthorized users to a supervisor or to other appropriate staff.
- H. Non-employees must be authorized by the First Selectman to use the Town's electronic systems and tools only as necessary for their business purposes with the Town and only after making a written request to the First Selectman or his designee. Such authorized access shall be granted only upon the condition that non-employees shall use the system according to these Regulations.
- I. The Town shall not be liable for, and each users assumes the risk of, damages suffered by reasons of errors or omissions of the user, of any person, or of any employee. Such damage such include, but is not limited to, loss of data resulting from delay, nondelivery, misdelivery or service interruption.

V. Training and Education

- A. All users shall be trained in the proper use of electronic systems and tools prior to accessing them and using them and prior to instructing and assisting others in their access and use.
- B. All staff using electronic systems shall be given a copy of these Regulations and shall sign the Acknowledgement of Receipt of Regulations for Use of Electronic Systems and Tools stating that they have read and agree to abide by these Regulations.

VI. Passwords

- A. In order to assure the security of the Town's electronic systems and tools, the Town shall provide users with private password protection.
- B. Procedures for authorizing employees to use the Town's electronic systems and tools and for assigning passwords shall be established.
- C. Employees shall not share their private passwords with any other individual except for official Town business purposes and only after making it clear to the authorized user which files may be accessed such as, for example, calendar information.
- D. To protect its security, the Town shall periodically change users' passwords.

VII. Internet Access

- A. Access to the Internet provides users of the Town's electronic systems and tools with e-mail communications; information and news services; discussion groups; connections to many libraries, companies, agencies and businesses; and a method for acquiring and sharing governmental, technical and legal information.
- B. Internet users shall abide by these Regulations.
- C. Internet access shall be strictly limited to official Town business and Internet access time shall be limited to that necessary to conduct official Town business.

VIII. Electronic Mail

- A. The Town's e-mail system is designed to facilitate official Town business communication among Town employees and other business associates and is limited to communications solely related to official Town business. The e-mail systems are property of the Town, regardless of the physical location of their files or the form in which their files are maintained.
- B. E-Mail system users shall abide by these Regulations.
- C. Users shall not sent mass (that is, town-wide, region-wide or statewide) e-mail messages without the prior, written authorization of their department head.
- D. The e-mail system is not intended to transmit confidential or sensitive materials that are more appropriately communicated in written form of by personal conversation. No confidential, attorney-client communication shall be made by e-mail.
- E. Electronic mail is backed up on a permanent basis. The Town stores electronic mail only to the degree that allows the Town to restore current electronic mail in the event of systems failure. Users shall purge electronic mail in boxes and sent-mail boxes on a regular basis and, the Town may, at its discretion, purge any such mail on an automatic basis.
- F. If employees wish to maintain any electronic mail as a permanent record, they must save the electronic mail as a disk file or print it out in hard copy form for permanent filing.

IX. Ownership, Interruption of Service and Maintenance

- A. All electronic systems and tools and all material which is electronically stored on the Town's computers is the property of the Town.
- B. Department Heads are authorized, in the normal course of performing official Town business, to access, inspect, edit, disclose and delete all contraband software, all user files and any material stored on any electronic system or tool provided by the Town and to bypass individual passwords at any time.
- C. Department Heads shall interrupt use of electronic systems and tools to correct service problems, to ensure system security, to retrieve records and/or transition work when responsible personnel

are unavailable, to pursue other legitimate business purposes, to perform periodic maintenance and to pursue other supervisory use.

X. Penalties for Violations

- A. The use of the Town's electronic systems and tools is a privilege – not a right.
- B. Any user who is found to have violated any provision of these Regulations shall be subject to disciplinary action up, and including, termination of employment.
- C. Any user who is found to have violated any provision of these Regulations shall be subject to legal action, including referral for criminal prosecution.
- D. All users shall be required to compensate the Town and others for any and all damage caused by their violation of these Regulations.

XI. Amendments

The Town reserves the right, at its sole discretion, to amend these Regulations and to modify and suspend use privileges.

Acknowledgement of Receipt of Regulations for Use of Electronic Systems and Tools

I hereby acknowledge that I have received and read the Town of Madison's "Regulations For The Use Of The Electronic Systems And Tools Of The Town Of Madison".

Signature

Date

Employee Name