

# **POLICIES & PROCEDURES**

## **CITY OF FLINT, MICHIGAN**



### **COMPUTER USE POLICY**

#### **PURPOSE:**

The City of Flint relies on its computer network to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, agents, and other computer users, The City of Flint has created this Computer Use Policy (the "Policy").

The rules and obligations described in this Policy apply to all users (the "Users") of The City of Flint's computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

It is every employee's duty to use The City of Flint's computer resources responsibly, professionally, ethically, and lawfully.

#### **DEFINITIONS:**

From time to time in this Policy, we refer to terms that require definitions:

The term *Computer Resources* refers to The City of Flint's entire computer network. Specifically, Computer Resources include, but are not limited to: host computers, file servers, application servers, communication servers, Web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term *Users* refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities who use our Computer Resources.

#### **POLICY STATEMENT:**

The Computer Resources are the property of The City of Flint and may be used only for legitimate business purposes. Users are permitted access to the Computer Resources to assist them in performance of their jobs. Use of the computer system is a privilege that may be revoked at any time.

In using or accessing our Computer Resources, Users must comply with the following provisions:

#### **A. NO EXPECTATION OF PRIVACY:**

## **COMPUTER USE POLICY continued**

The computers and computer accounts given to Users are to assist them in performance of their jobs.

Users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system, except as to documents protected by attorney-client privilege, the work-product doctrine, accountant-client privilege, and other privileges as provided by law. The computer system belongs to The City of Flint and may be used only for business purposes.

*Waiver of privacy rights.* Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of The City of Flint to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that The City of Flint may use human or automated means to monitor use of its Computer Resources.

## **B. PROHIBITED ACTIVITIES**

*Inappropriate or unlawful material.* Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in The City of Flint's computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors. Campaign and union activities shall not be permitted uses of the City of Flint's computer resources.

*Prohibited uses.* The City of Flint's Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code) or any other unauthorized use.

*Waste of computer resources.* Users may not deliberately perform acts that waste Computer Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

*Misuse of software.* Without prior written authorization from the IS Administrator, Users may not do any of the following: (1) copy software for use on their home computer; (2) provide copies of software to any independent contractors or to any third person; (3) install software on any of The City of Flint's workstations or servers; (4) download any software from the Internet or other online service to any of The City of Flint's workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or de-compile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

*Disclosure of Confidential and/or Privileged Information.* Information that is privileged by law or City Ordinance may not be copied, forwarded, disseminated or otherwise duplicated without

## **COMPUTER USE POLICY continued**

the express consent of Information Services, the Legal Department or Department Head. Information subject to the attorney-client privilege or work product doctrine may not be released without the consent of the Chief Legal Officer.

### **C. PASSWORDS**

*Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

*Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. The City of Flint has global passwords that permit it access to all material stored on its computer system – regardless of whether that material has been encoded with a particular User's password.

### **D. SECURITY**

*Accessing other user's files.* Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail.

*Accessing other computers and networks.* A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or make use of those systems unless specifically authorized by the operators of those systems.

*Computer security.* Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of The City of Flint's Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company's network without authorization and to prevent introduction and spread of viruses.

### **E. VIRUSES**

*Virus detection.* Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into The City of Flint's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to The City of Flint **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to

## **COMPUTER USE POLICY continued**

The City of Flint's network **MUST** be scanned for viruses.

*Accessing the Internet.* To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to The City of Flint's network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the City's network.

### **F. ENCRYPTION SOFTWARE**

*Use of encryption software.* Users may not install or use encryption software on any of The City of Flint's computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption keys that are unknown to their supervisors.

*Export restrictions.* The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States.

### **G. MISCELLANEOUS**

*Attorney-client communications.* E-mail sent from or to in-house counsel or an attorney representing the City should include this warning header on each page: "ATTORNEY-CLIENT PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION."

*Communication of confidential material.* Sending, transmitting, or otherwise disseminating confidential information of The City of Flint is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under state law and local ordinances.

*Compliance with applicable laws and licenses.* In their use of Computer Resources, Users must comply with all software licenses; copyrights; and all other city ordinances, as well as state, federal, and international laws governing intellectual property and online activities.

*Other policies applicable.* In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of The City of Flint.

*Amendments and revisions.* This Policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

*No additional rights.* This Policy is not intended to, and does not grant Users any contractual rights.

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ISSUED: September 2000

DEPARTMENT: INFORMATION SERVICES

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LAST REVISED: