



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

INTERNET AND E-MAIL USE

PURPOSE: These guidelines set the standards for appropriate behavior of an employee when accessing the

STATEMENT OF POLICY: Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, outside vendors or other cities. Use of the Internet, however, must be tempered with common sense and good judgement.

Requests you make to the Internet travel over The City of Flint's network and have the potential of slowing down unrelated network traffic and slowing down others who are using the Internet, therefore, if you abuse your privilege to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability. Your use of the Internet is governed by this policy.

DISCLAIMER OF LIABILITY FOR USE OF INTERNET.

The City of Flint is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

EMPLOYEE'S DUTY OF CARE

Employees should endeavor to make each electronic communication truthful and accurate. You should use the same care drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored on the computer system may, and likely will, be reviewed by others.

DUTY NOT TO WASTE COMPUTER RESOURCES

Employees must 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, using "push" technology (stock tickers, sports

INTERNET AND E-MAIL USE continued

score updates or automated news updates), or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business-related.

NO PRIVACY IN COMMUNICATIONS.

Employees should never consider electronic communications to be either private or secure. E-mail may be stored indefinitely on any number of computers, including that of the recipient. With the exception of documents protected by privilege by law including attorney-client privilege, attorney work product doctrine, accountant-client privilege and other privileges provided by law, copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to persons that you never intended.

MONITORING OF COMPUTER USAGE

The City of Flint has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

BLOCKING OF INAPPROPRIATE CONTENT

The City of Flint may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by City of Flint networks. In the event you encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

PROHIBITED ACTIVITIES

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 form of electronic communication (bulletin board systems, newsgroups, chat groups), downloaded from the Internet, or displayed on or stored on The City of Flint's computers, and may be a violation of the City's harassment and discrimination policy. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors.

GAMES AND ENTERTAINMENT SOFTWARE.

Employees may not use the company's Internet connection to download games or other entertainment software, including screen savers, or to play games over the Internet.

ILLEGAL COPYING

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged.

INTERNET AND E-MAIL USE continued

ACCESSING THE INTERNET

To ensure security and avoid the spread of viruses, employees 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.

VIRUS DETECTION

Files obtained from sources outside The City of Flint, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the City's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-City sources, without scanning the material with company approved virus checking software. If you suspect that a virus has been introduced into the City's network, notify the IS Administrator immediately.

SENDING UNSOLICITED E-MAIL (SPAMMING)

Without the express permission of their supervisors, employees may not send unsolicited e-mail of a commercial nature to persons with whom they do not have a prior relationship.

OTHER POLICIES APPLICABLE

In their use of the Internet, users must observe and comply with all state and federal laws, ordinances, 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 copies of all amendments and revisions.

ISSUED: SEPTEMBER 2000

DEPARTMENT: INFORMATION SERVICES

APPROVAL RESOLUTION#: 001015

LAST REVISED: