

Administrative Policy 16-1 Use of City Computers, Network and Associated
Telecommunications Resources

DISTRIBUTION: All Departments

SUBJECT: Computers, Network and Associated Telecommunications

PURPOSE: To establish a policy to ensure the proper use of the City of Muskogee's computer and telecommunications resources and services by its employees, independent contractors and other computer users.

BACKGROUND:


POLICY/PROCEDURES: See attached EXHIBIT "A"

REFERENCES: None.

RESPONSIBLE DEPARTMENT: Information Technology

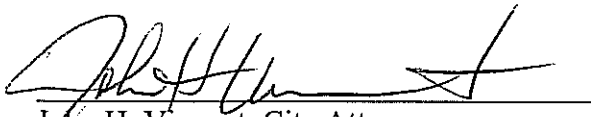
EFFECTIVE: This policy is in effect from the date of issuance until amended or rescinded.

Dated this 2 day of September, 2009.



Greg Buckley
City Manager

Approved as to form and legality this 31st day of Aug, 2009.



John H. Vincent, City Attorney

CITY OF MUSKOGEE

Exhibit "A"

POLICY REGARDING USE OF CITY COMPUTERS, NETWORK AND ASSOCIATED TELECOMMUNICATIONS RESOURCES

Applicability: This policy applies to all employees having access to the City's computers, network, and associated telecommunications resources.

Purpose: To establish a policy to ensure the proper use of the City of Muskogee's computer and telecommunication resources and services by its employees, independent contractors and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner. This policy also applies to Internet and Intranet access.

The following policy rules and conditions apply to all users of computer and telecommunications resources and services, wherever the users are located. Violation of this policy may result in disciplinary action, including possible termination and/or legal action.

Policy: The City of Muskogee has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy. The computers and computer accounts given to employees are to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything they create, send or receive on the computer. The computer and telecommunication systems belong to the City of Muskogee and may be used for business purposes only.

Computer users are governed by the following provisions which apply to all use of computer and telecommunications resources and services. Computer and telecommunications resources include, but are not limited to, the following: host computers, file servers, workstations, standalone computers, laptops, software or external communications networks (Internet, commercial on-line services, bulletin board systems and e-mail systems) that are accessed directly or indirectly from the City of Muskogee's computer facilities.

This policy may be amended or revised periodically as the need arises.

The term "users" as used in this policy, refers to all employees, independent contractors and other persons or entities accessing or using the City of Muskogee's computer resources and services.

1. The transmission of chain mail is prohibited. Chain mail consists of sending or forwarding an e-mail to others on the mailing list that contains material not business related, such as "Send this to 10 people for a special surprise," etc. If you receive an e-mail of this type it must be deleted immediately, as viruses are most common with these types of messages. Most of these originate from outside

our organization; however, if one is created within our system, the author will be held accountable for such actions.

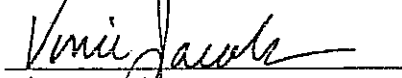
2. Users must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property.
3. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the City of Muskogee's computers. Users encountering or receiving such material should immediately report the incident to the Network Manager.
4. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.
5. Users may not install software onto their individual computers or the network without first receiving authorization to do so from the Network Manager. Some programs are known to cause problems.
6. Users shall not forward e-mail to any other person or entity without the express permission of the sender.
7. E-mail from or to in-house counsel or an attorney representing the City of Muskogee must include the following header on each page: "ATTORNEY - CLIENT PRIVILEGED/ DO NOT FORWARD WITHOUT PERMISSION"
8. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of that file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file.
9. Without prior written permission, the computer resources and services of the City of Muskogee may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, disruptive programs (viruses and/or self-replicating code), political material or any other unauthorized or personal use. However, sending and occasional e-mail to your spouse is fine.
10. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored on-line or given to others. Users are responsible for all transactions made using their passwords.
11. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

12. The City of Muskogee will not be responsible for the actions of individual users.

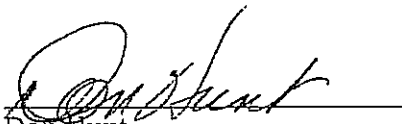
Violations: It is the responsibility of all employees having access to the City's computers, network and telecommunications resources to be aware of this policy and its provisions. Employees violating this policy can be subject to disciplinary action (including possible termination), possible legal action for damages or restrictions on use of City resources.

Effective Date: This policy is effective on November 15, 2000.

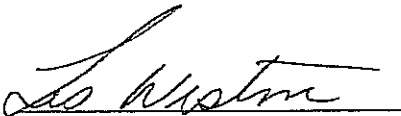
Recommended by:



Vince Jacobs
Network Manager



Don Hunt
Director of Data Processing



Les Weston
Director of Personnel

Approved by:



Walter G. Beckham
City Manager