

TOWN OF SIGNAL MOUNTAIN COMPUTERS AND NETWORK USE POLICY

1. Purpose and Scope

This computer and network use policy governs the use of all Town computers and access to networks maintained by the Town of Signal Mountain. This policy applies to any user of computer resources owned by the Town. As a user of these resources, you are responsible for reading and understanding this document. This document protects the users of computing resources, computing hardware and networks, system administrators, and the Town of Signal Mountain. The policy covers the rights and responsibilities of the user, existing legal contest, computer acceptable use issues, and finally computer misuse issues.

2. Rights and Responsibilities

Through various networks, the Town of Signal Mountain users are able to access information around the country and throughout the world via e-mail and the Internet. Such open access is a privilege and requires individual users to act ethically and responsibly. Users must respect the rights of other users, respect the integrity of the systems and the related physical resources, and observe all relevant laws, regulations and contractual obligations. The Town cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they may find offensive.

Computers and network systems offer powerful tools for communication among members of the community and of communities outside of the Town of Signal Mountain. When used appropriately, these tools can enhance dialog and communication. When used unlawfully or inappropriately, however, these tools can infringe upon the beliefs or rights of others. Also, the Town has invested in telephone lines, fax machines, computers, photocopies, and other business equipment necessary to keep our operations flowing smoothly and effectively. We ask that you use good judgment and sound discretion when using Town equipment and limit the use for personal needs.

3. Existing Legal Context

All existing laws (Federal and State) and Town policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Users must understand that e-mail messages and documents are subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats.

Under the Electronic Communication Privacy Act of 1986 (Title 18 U.S.C. section 2510 et. seq.), users are entitled to privacy regarding information contained on Town accounts. This act, however, allows system administrators to access user files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of the Town. All information transmitted via the Town's internet/e-mail system is the property

of the Town and can be reviewed at any time. E-mail correspondence may best be regarded as a postcard rather than a sealed letter.

4. Conduct Which is Considered Acceptable Internet/E-mail Use According to This Policy

- Communications, including information exchange, for professional development or to maintain job knowledge, skills and abilities.
- Use involving research and information gathering in support of advisory, standards, analysis, and professional development activities related to the user's governmental duties.
- Communication and information exchanges directly relating to the mission, charter, and work tasks of the employee and/or his/her department.

5. Conduct Which is NOT Acceptable Use According to This Policy, The Following List, Although Not All Inclusive, Provides Some Examples of Unacceptable Internet/E-Mail Us

- Forging the identity of a user or machine in an electronic communication.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's file or software without the explicit agreement of the owner.
- Display of obscene, lewd, sexually explicit or harassing images.
- Game playing or other trivial applications that interfere with work.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals.
- Use of electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Use of Town resources for commercial activity, such as creating products or services for sale.
- Violation of Federal Copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Deliberate waste/overload of Town computing resources.
- Copying software for personal use.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network.
- Knowingly or carelessly performing an act that will interfere with the normal operation of Town computers, terminals, or networks.
- Using the Internet excessively to the extent that a reasonable and prudent person (supervisor) would consider the "surfing" to be interfering with that individual's work.
- Unauthorized use of a computer/e-mail account.
- Any Town computer/network use that is deemed inappropriate by a supervisor is also prohibited under this policy.

Misuse, that is deemed inappropriate by a supervisor, may result in the suspension or complete loss of Town computing and/or network access. Additionally, any computer misuse (listed above) may result in disciplinary action to Town employees. These limitations on usage of Town computer and network resources are adopted so that the Town can operate its computer equipment and networks in an as effective manner as possible. Disciplinary action for violations of this computer and network use policy may result in oral reprimand, written reprimand, suspension, demotion, and/or dismissal.