

City of Grants, New Mexico Comprehensive IT Policy

March 2017

The Information Technology Department is committed to protecting the City of Grant's computing and networking and phone infrastructure from illegal or damaging actions by individuals, either knowingly or unknowingly.

Effective security is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

Purpose:

The purpose of the Computer and Network Acceptable Use policy is to:

1. Make certain that all City of Grants computer and network resources are used for purposes appropriate to City business;
2. Inform all employees, and any other authorized user about the applicability of policies to computer and network usage;
3. Establish policies on privacy, confidentiality, and security in electronic communications; and
4. Provide guidance concerning rights and responsibilities with respect to the proper use of City computer and network resources.

Scope:

The Computer and Network Acceptable Use Policy applies to:

1. All users to include but not limited Employees and any other user who has been given the authorization to use or access city computers

Use of computers

- All users will only use computers, software, and related equipment in the direct performance of their assigned duties unless authorized.
- Employees needing assistance with computer related problems should contact the IT Department by phone, email, or computer work order for all hardware or software problems and installations.
 - Use of Company Computers, Networks, and Internet Access is a privilege granted by the administration and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:
 - Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate City purposes;
 - Engaging in private or personal business activities, including instant messaging and chat rooms or listening to the radio;
 - Misrepresenting oneself or the City;
 - Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
 - Engaging in unlawful or malicious activities;
 - Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
 - Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - Sending, receiving, or accessing pornographic materials;
 - Becoming involved in partisan politics;
 - Causing congestion, disruption, disablement, alteration, or impairment of the City networks or systems;
 - Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
 - Failing to log off any secure, controlled-access computer or another form of electronic data system to which you are assigned if you leave such computer or system unattended;
 - Using recreational games; and/or
 - Defeating or attempting to defeat security restrictions on company systems and applications.

Cell Phones, Tablets, and External Media

Attaching personal cell phones, tablets or other external devices to city computers is prohibited without permission.

Use of Software

- No downloaded applications or software is to be installed without notifying the IT department.
- Request for new software will be made through the IT office.
- No city software shall be copied for personal use.
- No employees shall use city computers to develop software to be used outside the city.
- Any software developed on city time is the property of the City of Grants.

Use of Electronic Mail

- NO PERSONAL EMAIL
- Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.
- All e-mail and messages are the property of the City of Grants and may be retrieved and are subject to review.
- Employees will use a secure e-mail address provided by the City of Grants.

Use of the Internet

- NO PERSONAL USE.
- Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.
- Employees should understand that sites visited, and the number of times and total time connected to each site are maintained and are subject to review.

Ownership and Access to Electronic Mail, Internet Access, and Computer Files

- The City owns the rights to all data and files in any computer, network, or other information system used in the City.
- The City also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.
- Employees must be aware that the electronic mail messages sent and received using City equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by City officials at all times.
- The City has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or their Department Head.
- It is a violation of City policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages (Email) received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Security

- Employees of the City of Grants that need to access the department's computers have an individual password that allows them to access the system.
- An employee may not share or offer the use of his or her password so that anyone else may gain access to the system.
- Unauthorized use of another employee's password is prohibited.
- No internet connection shall be installed in City facilities unless first reported and approved by the IT Department.
- All technology projects that involve internet/intranet usage shall first be reported and approved by the IT Department.

Inappropriate Use of Resources

- Any types of hacking, exploration, invasions of privacy, trespassing or other network compromises are prohibited. Excessive utilization of computer resources is prohibited. No one may deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system. Deliberate, unauthorized excessive use of these services will be construed as an attempt to deprive others of resources.

External Media

- Attaching personal external devices is prohibited without permission and **Must** be scanned by the IT Department before use.

Policy Statement for Internet/Intranet Browser(s)

- The Internet is to be used to further the City's mission, to provide effective service of the highest quality to the City's customers and staff, and to support other direct job-related purposes.
- Department Heads have the discretion to work with employees to determine the appropriateness of using the Internet for professional or personal activities.
- The various modes of Internet/Intranet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.
- Employees are individually liable for any and all damages incurred as a result of violating City security policy, copyright, and licensing agreements.
- All City policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to intellectual property, confidentiality, City information dissemination, standards of conduct, misuse of City resources, anti-harassment, and information and data security.
- Employees should not bring personal computers to the workplace or connect them to City electronic systems unless expressly permitted to do so by the City.
- Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and including termination of employment. In addition, the employee may face both civil and criminal liability from the City or from individuals whose rights are harmed by the violation.

Virus Protection

- The Internet represents a potentially destructive source for computer viruses; therefore, great care must be taken regarding any files that are downloaded. All Users with Internet access must have current anti-virus software running at all times. Any downloaded files (word processing documents, spreadsheets/charts, etc.) **must be scanned with** current antiviral software before execution or first use.

Acknowledged & Agreed

Signature _____

Print Name _____

Date _____