



## **ADMINISTRATIVE ORDER 17**

### **INTERNET AND INTRANET ACCEPTANCE RULES AND REGULATIONS**

#### **Authority:**

Charter Chapter III §18, § 15, § 19 re: City Manager as Chief Administrative Officer of the City and General Authority regarding departments.

#### **Statement of Purpose:**

The City of Eastpointe provides access to the vast information resources of the internet to help you do your job faster and smarter and be a well-informed business associate. The facilities to provide that access represent a considerable commitment of city resources for telecommunications, networking, software and storage. This internet usage order is designed to help you understand our expectations for the use of those resources in the particular conditions of the internet, and help you use those resources wisely.

While I have set forth explicit requirements for internet and intranet usage below I would like to describe our internet and intranet usage standards. First, the internet and intranet for the City are business tools, provided to you at significant cost. That means you are expected to use your internet and intranet access for business related purposes that is to communicate with citizens and suppliers, to research relevant topics and obtain useful business information. The City insists that you conduct yourself honestly and appropriately on the internet and intranet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing City policies, rules and regulations apply to your conduct on the internet and intranet, especially but not exclusively to those that deal with intellectual property protection, privacy, misuse of City resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized internet and intranet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful internet and intranet usage also garner negative publicity for the City and expose the City to significant legal liabilities.

The chats, newsgroups and email of the internet and intranet give each individual user an immense and unprecedented reach to propagate City messages and tell our story. Because of that power we must take special care to maintain the clarity, consistency and integrity of the City of Eastpointe's image and posture. Anything any one employee writes in the course of

acting for the City on the internet and/or intranet can be taken as representing the City posture. That is why we expect you to forgo a measure of your individual freedom when you participate in chats or newsgroups on City business, as outlined below.

While our direct connection to the internet and intranet offers an abundance of potential benefits, it can also open the door to some significant risk to our data and systems if we do not follow appropriate security disciplines. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the internet and/or intranet entirely, or may mean that certain users must be prevented from using certain internet and/or intranet features like file transfers. The overriding principle is that security is to be everyone's first concern. All users can be held accountable for any breaches of security or confidentiality.

### **Definitions:**

Certain terms of this policy should be understood extensively to include related concepts.

- A. Document covers just about any kind of file that can be read on a computer screen as if it were a printed page, including the HTML files read in an internet browser, any file meant to be accessed by word processing or desktop publishing programs or its viewer, or the files prepared for the adobe acrobat reader and other electronic publishing tools.
- B. Graphics includes photographs, pictures, animations, movies or drawings.
- C. Display includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

### **Procedure:**

- A. All employees granted internet and/or intranet access with City of Eastpointe facilities will be provided with a written copy of this policy. Exceptions may be granted only by the City Manager.
- B. Management and Administration:
  - 1. The City has software and systems in place that can monitor and record all internet and internet usage. We want you to be aware that our security systems are capable of recording for each and every user each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal network, we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her internet or intranet usage. The administrator's assigned by the City Manager will review internet and intranet activity and analyze usage patterns, and they may choose to publicize the stated to ensure the City internet and intranet resources are devoted to maintaining the

highest level of productivity. This action may take place following the implementation and effective date of this order.

2. The City reserves the right to inspect, publish and/or distribute any and all files stored in any private area of our network in order to assure compliance with this order.
3. The intentional display of any kind of sexually explicit major document on the City system is a violation of the policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, forwarded, edited or recorded using our network or computing resources.
4. The City uses independently supplied software and data to identify inappropriate or sexually explicit internet sites. We may block access from within our network to sites that we know. If you find yourself connected to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating software program.
5. The City internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or of any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity. Any software or files downloaded via the internet into the City network become the property of the City. Any such files or software may only be used in ways that are consistent with their licenses and/or copyrights.
6. No employee may use the city facilities knowingly to download or distribute pirated software, data or other pirated material.
7. No employee may use the City's internet or intranet facilities to deliberately propagate any virus, worm, Trojan horse, or trapdoor program code.
8. No employee may use the City's internet or intranet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect privacy or security of another user.
9. Each employee using the internet or intranet facilities of the City shall identify himself or herself honestly, accurately and completely including one's affiliation and function where requested when participating in chats or newsgroups, when setting up accounts and outside systems.
10. Any documents of information obtained on the internet or intranet must be authenticated as to origin and author in all copyright laws must be adhered to if necessary, written permission must be obtained from the author before the information is distributed.

11. Only those employees or officials who are duly authorized to speak to the media, to analyst or in public gatherings on behalf of the City may speak or write in the name of the City to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties as approved by the City Manager but they do so as individuals only for themselves. Where an individual participant is identified as an employee or agent of the City, employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the City of any commercial product or service. Only those administrators and elected officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the City may grant such authority to newsgroup or chat room participants.
12. The City retains the copyright to any material posted any form, newsgroup, chatter World Wide Web page by an employee in the course of his or her duties.
13. Employees are reminded that chats in newsgroups are public forums where it is inappropriate to reveal confidential City information. Employees releasing protected information or unauthorized release of information via a newsgroup or chat whether or not to release his inadvertent may be subjected to discipline, up to and including discharge.
14. Use of the City internet and intranet access facilities committing infractions such as misuse of City assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by the City rules and orders and will be disciplined, up to and including discharge.
15. The City will limit internet and/or intranet access to those employees who demonstrate a legitimate business need. Employees of internet or intranet access may download only with authorization of the Assistant City Manager and computer system technical consultant only software with direct business use and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of the license. Employees of internet or intranet access may not use City intranet or in intranet facilities to download entertainment software games or to play games against opponents over the internet or intranet.
16. Employees with internet or intranet access may not upload software license of the City or any file, data or other electronic stored file owned or licensed by the City without explicit authorization of the Assistant City Manager supported by the concurrence of the technical services consultant.

C. Technical

User identification and passwords help maintain individual accountability for internet resource usage. Any employee who obtains a password or ID for an internet or intranet resource is to keep the password confidential.

All software on the City system is under the control of the Assistant City Manager in consultation with the technical consultant. The Assistant City Manager must approve any additional software desired before downloading from the internet or any other source.

Any file that is downloaded must be scanned for viruses before it is run or accessed.

D. Security

The City has installed security systems to assure the safety and security of the City network. Any employee who attempts to disable, defeat or circumvent any City security facility will be subject to immediate dismissal.

Only those internet or intranet services and functions with documented business purposes for the City of Eastpointe will be enabled at the internet firewall.

Effective date: May \_\_, 2015

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City Manager \_\_\_\_\_

