

******* Note: The sample policy below provided by City Connections LLC, Barnegat, NJ 08005 (www.cityconnections.com) is for information only. It should be reviewed by the appropriate municipal officials and modified as appropriate for the municipality considering its implementation. This document is not intended as legal advice and should be reviewed and approved by the municipal attorney before adoption. *******

Acceptable Use of MUNICIPALITY Internet, Web Site and E-Mail Resources

Expectation of Privacy

Personal Use of Computing Equipment

Instant and Text Messaging

Chain letters, Hoaxes and Virus Warnings

Offensive and Inappropriate Material

Acceptable Use of the Internet

Establishing of Internet Connections

Use of Email for Township Business & Private E-Mail Accounts

Personal Usage of Municipal Internet Facilities

Representation of Municipality

Compliance With Legal, Statutory, and Regulatory Requirements

Malicious Activities

Chat rooms, Newsgroups and Message Boards and Social Networking Sites

Downloading of software

Excessive Consumption of Resources

Reporting Requirements

Advertising on the Municipal Web Site

External Web Links on the Municipal Web Site

Email Listservs

Acceptable Use of MUNICIPAL Information Resources

All users of MUNICIPAL resources are subject to Acceptable Use Policies and Standards. This includes, but is not limited to, full-time employees, part-time employees, contractors, temps, consultants, and interns.

Expectation of Privacy

- No employee, elected or appointed official, vendor or volunteer should have any expectation of privacy as to his or her computer, data, e-mail or applications that are owned, rented or leased by the MUNICIPALITY. Management will review all activity and analyze usage patterns, and may choose to publish this data to direct line managers to assure that Municipal resources are not being abused.
- MUNICIPALITY reserves the right to inspect any and all files stored in all areas of MUNICIPAL networks, desktop, laptop and PDA devices including e-mail in order to assure compliance with policy.

Personal Use of Computing Equipment

Personal use of MUNICIPAL computing equipment may only be approved by MUNICIPAL management if use is clearly insignificant compared to municipal use. For example, personal use will not be approved if it:

- Interferes with MUNICIPAL business
- Interferes with the employee's job or the job of other MUNICIPAL employees
- Involves any incremental cost to MUNICIPAL
- Involves commercial solicitation
- Provides information about, or lists of, MUNICIPAL employees to others
- Involves commercial or personal distribution lists
- Violates any MUNICIPAL policy or standard

Access to the Internet from the MUNICIPALNAME.org domain name and the use of MUNICIPAL's systems are intended to be for MUNICIPAL related activity. However, incidental and infrequent personal use of MUNICIPAL's systems and access to the Internet for personal use during or outside of normal work hours may be allowed without management approval provided none of the above prohibitions are violated. Personal e-mail accounts may not be used for municipal correspondence.

Questions concerning personal use of MUNICIPAL computing resources and Internet services should be discussed with the employee's manager.

Instant and Text Messaging

Instant and Text Messaging is subject to all MUNICIPAL Acceptable Use standards. Instant Messaging is subject to the same policies and standards as, chat and message board/newsroom communications

Chain letters, Hoaxes and Virus Warnings

Chain letters and hoaxes come in many versions, for example offering a free trip or a large amount of money, warning about a computer virus, or relating to a sympathetic cause. These letters often request that you send them on to other people.

- Using MUNICIPAL computer systems to send or reply to chain letters, hoaxes, or virus warnings is prohibited.
- If you receive a chain letter or virus warning, it is not to be forwarded.
- If you receive a notice about a supposed virus or harmful code threat, report the threat immediately to your supervisor.

Offensive and Inappropriate Material

Users of MUNICIPAL resources are not to access or distribute any material that could be considered inappropriate, offensive, unprofessional, or disrespectful to others. While it is impossible to list every form of such material, some clear examples include:

Employees should discuss questions concerning inappropriate or offensive material with their managers. Any employee found in violation of this standard or any other MUNICIPAL policy or standard may result in disciplinary action up to and including termination and possible prosecution under applicable local, state and federal laws. MUNICIPAL will take every step necessary, including legal measures, to protect its assets and employees.

- The display or email transmission of any kind of sexually explicit image or document on any MUNICIPALITY system is a violation of MUNICIPAL policy. In addition, sexually explicit material may not be archived, stored, distributed, edited, e-mailed or recorded using our network or computing resources.
- The display of any materials considered to be offensive or inappropriate that advocate intolerance for others is a violation of MUNICIPAL policy.
- The municipality may use independently supplied and internally developed software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to any sites that we determine are inappropriate for any reason. If you find yourself connected incidentally to a site that contains sexually explicit, offensive or otherwise inappropriate material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
- Engage in partisan or political activities.

Acceptable Use of the Internet

MUNICIPAL's information, computing assets, and government image on the Internet are critical to our success, and as a result, must be protected from loss, modification or destruction.

As we use the Internet to connect with our residents, suppliers and other organizations, it is important to remember the following points:

- The Internet is used by millions of people worldwide. Not all Internet users have MUNICIPAL's best interests in mind.
- You should presume that any unprotected information sent across the Internet will be read by a number of unknown people.

Use of MUNICIPAL Internet access facilities to commit infractions such as misuse of municipal assets or resources, harassment or discrimination, unauthorized public speaking, and misappropriation or theft of municipal property are also prohibited by general municipal, and will result in disciplinary action up to and including termination.

Establishing of Internet Connections

- If the municipality is hosting its own web site internally, then the Municipality's government Internet web pages and other publicly accessible material must reside on hardware outside the innermost firewall to protect MUNICIPAL's trusted, internal network
- Dial-up access to the Internet is broadly prohibited from any device that is attached to any part of municipality's network. Users may not use MUNICIPAL Internet accounts to establish connections to third party service providers, unless authorized to do so through a formal exception to this standard granted by the Administration.
- Users may not attempt to connect to MUNICIPAL's internal network from any computer associated with or connected to the firewall. Attempting to connect from the firewall using any type of remote log-in or dial up service may compromise security by sending confidential user-ID and password information across the public Internet
- Only the MUNICIPAL Administration may approve the registering, establish addressing and administer Domain names. Departments/Divisions requiring same must contact the Administration.

Use of Email for Township Business & Private E-Mail Accounts

- When using email to communicate municipal business, municipal employees (full and part-time), elected officials and Board, Committee, Commission members must use an official municipal owned email account issued by the municipality.
- Private e-mail accounts may not be used to transact and/or communicate municipal business. If the municipal mail system is unavailable for some reason and a private email account must be used, all email sent/received involving municipal matters must be forwarded immediately to the Clerk's Office as soon as the municipal email system is available.

Personal Usage of MUNICIPAL Internet and E-Mail Facilities

- Employees may use their Internet and E-mail facilities for non-municipal research or browsing during mealtime or other breaks, or outside of work hours, provided that all other Internet usage policies are adhered to.
- Personal use of the Internet and E-mail must not be in connection with any personal business activity, the business of any other corporation or firm, consulting effort, or similar profit venture. Using municipal equipment to access the Internet or send e-mail for solicitation of money, partisan/political purposes, social and/or religious causes is strictly prohibited.
 - Do not place any material on the Internet or send e-mail that could be considered inappropriate, offensive or disrespectful to others, and do not access or forward such material.
 - Employees with Internet access may not use municipal facilities to access non-business related file exchange or sharing services known as P2P.
 - Employees with Internet access may not use the municipal facilities to participate in online gambling.

Representation of MUNICIPAL

- Each employee using the Internet facilities of the municipality shall identify himself or herself honestly, accurately and completely (including one's company affiliation and function where requested). A MUNICIPAL employee must never masquerade as someone else. Forgery or attempted forgery of electronic mail messages is prohibited.
- Any false representation of authority and/or engagement in unauthorized business is strictly prohibited.
- Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the company may speak/write in the name of the municipality to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of the municipality, the employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or apparent endorsement by the municipality of any commercial product or service.
- Electronic mail (e-mail) addresses may satisfy the requirement for a legal signature. It is the responsibility of the Internet user to avoid creating unwarranted contractual obligations. In any electronic communication in which the possibility of

contracting exists, a disclaimer must be included, indicating that official approval must be obtained prior to agreement.

- Employees may not use personal e-mail for municipal correspondence.
- MUNICIPALITY does not accept responsibility for the personal opinions expressed by its Internet users. MUNICIPALITY does not act as a publisher, but allows the means to distribute statements made by its employees. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander, and public speech control laws of all countries in which the municipality is located, so that use of the Internet does not inadvertently violate any laws which might be enforceable against the municipality.

Compliance With Legal, Statutory, and Regulatory Requirements

- MUNICIPAL's facilities and computing resources must not be used to violate the laws of the United States or any other nation, or the laws and regulations of any state, city, county, province or other local jurisdiction in any material way. Use of any company 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 MUNICIPAL network becomes the property of the municipality. Any such files or software may only be used in ways that are consistent with their licenses or copyrights.
- No employee may use municipal facilities knowingly to download or distribute pirated software or data.
- No employee may use municipal facilities or assets knowingly for unauthorized attempts to break into any computing system whether municipality's or another organization's (i.e., cracking or hacking), it is strictly prohibited.
- The municipality will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and other archives on individuals Internet activities.

Malicious Activities

- No employee may use the municipality's Internet facilities to deliberately propagate any virus, worm, Trojan horse or trap door program code.
- No employee may use the municipality's Internet facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. Use of municipal computing resources in attempts to gain unauthorized access to remote systems is prohibited. Any such attempts will be reported to the administrators of the remote systems as well as to appropriate law enforcement personnel as warranted. Deletion, examination, copying, or modification of data and/or files belonging to other users or entities without their prior consent is prohibited.

Chat rooms, Newsgroups, Message Boards and Social Networking Sites

- Employees are reminded that chats, newsgroups, message boards and social networking web sites are public forums where it is inappropriate to reveal confidential municipal information, resident data, and any other material covered by existing state and federal privacy policies and procedures. Professional conduct is expected at all times. Employees releasing protected information via a newsgroup, chat or board – whether or not the release is inadvertent – will be subject to disciplinary action.

- Usenet is a conferencing system where exchanges tend to be open, more candid, and can, at times, be adversarial.
 - β Limit the newsgroups to those which you are posting information or replies.
 - β Provide a legitimate Internet address in your Usenet reply-to line (for example, jane.doe@MUNICIPAL.com).
 - β Keep your signature on postings short, 3 lines or less.
 - β Abide by the charter of the newsgroup to which you are posting.
 - β Identify opinions as your own and not those of MUNICIPAL.

Downloading of software

- Employees with Internet access may download only software with direct business use, and must arrange to have such software properly licensed and registered prior to downloading. Downloaded software must be used only under the terms of its license and must be scanned for virus infection before any use.
- Employees with Internet access may not use the municipal facilities to download any entertainment software or games, or to play games against opponents over the Internet.
- Employees with Internet access may not upload any software or data owned by or licensed to MUNICIPAL without explicit authorization from the manager responsible for the software or data.

Excessive Consumption of Resources

- Computer users must not knowingly write or run any computer program/process that would consume more computer resources than necessary for performing MUNICIPAL work.
- Users whose posts result in an inordinate amount of inbound e-mail – especially Spam, flames or mail bombs – may lose their access to Internet e-mail.
- Any Internet transaction that may consume large amounts of system resources causing an interruption or delay of system use is prohibited. The Administration must approve any repetitive or large data transactions. Use of the Internet that interferes with the work of other MUNICIPAL employees, contractors, other business associates or clients is prohibited.

Reporting Requirements

- Any person who finds a possible security exposure, violation of this policy or breach on any MUNICIPAL system is obligated to report it to the Administration as soon as possible.

Advertising on the Municipal Web Site

- No employee, elected or appointed officials, vendor or volunteer may accept or place advertising on the municipal web site without the prior approval of the Administration. They may also not use email to advertise third party products.
- If the municipality does adopt a formal policy to accept advertising (paid or non-paid) on its web site, it will specify the categories of advertising permitted and not permitted. See recommendations below.

- No “banner” ads will be permitted on pages outside of the advertising section.
 - No advertisements for alcohol, tobacco, adult entertainment, racist or sexual products will not be permitted.
 - Links requested by advertisers for the Municipality’s Web Site will incur the same cost and must be approved by the Administration using the same guidelines as for advertisers purchasing an ad in any other Municipal publication.
- No political/partisan ads or endorsements will not be permitted.

External web site links on the Municipal Web Site

The municipality can approve specified categories of links to external (non-municipal) web sites. The Web Site Privacy Policy will include a disclaimer for external web site links which includes the following statement:

The MUNICIPAL web site and materials may contain hypertext or links to other Internet web sites which are not owned, operated, controlled or reviewed regularly by the Municipality. These links are provided solely as a courtesy and convenience to you, the visitor. When you link to one of these sites, you are no longer on the MUNICIPALITY web site and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy of that new site.

The MUNICIPALITY does not produce, endorse or have any control over the preparation or maintenance of the websites to which links are provided. The links are provided for the convenience of users, but no warranties or representations are made about the accuracy or quality of the content on other websites.

The MUNICIPALITY, its agencies, officers, or employees exercise no control over the organizations, views, accuracy, availability, copyright or trademark compliance or the legality of the material contained on those servers and do not sponsor, endorse, or approve the information, content, products, materials, opinions or services contained on such external sites. The visitor proceeds to these external sites at their own risk. The MUNICIPALITY and its web development company specifically disclaims any and all liability from damages which may result from the accessing of a third party site which is linked to the MUNICIPAL web site, or from reliance upon any such information.

- Links to political/partisan ads or endorsements will be not permitted.
- Links to web site for promoting alcohol, tobacco, adult entertainment, racist, violence or sexual products will be not permitted.
- Links to religious organizations will not be permitted.
- Permitted links include local, county and state governments, non-profit organizations registered with the State of New Jersey such as youth sports groups, government associations, the New Jersey League of Municipalities, newspapers, utilities, transportation and emergency response information sources to support disaster relief.

