

Computer, Internet, E-mail Policy Village of Waldron, Michigan

Purpose: To govern use of the Village-owned computer system{s} and access to and usage of publicly accessible computer networks such as the Internet. The procedures and principles presented in this policy apply to all Village employees, elected and appointed officials, volunteers, and other affiliates who use Village provided, publicly accessible computer networks such as the Internet, regardless of the users location, when accessing the network.

General Computer Use:

1. Only those persons currently employed, elected or appointed {or given written administrative permission} are permitted to use any computer resources owned, rented or leased by the Village of Waldron.
2. Use of the Village of Waldron computer resources or Internet connections for gambling, obtaining or distributing pornographic materials, all other illegal activities, and the playing of leisure-type recreational games is strictly forbidden. The Village of Waldron may actively monitor incoming and outgoing Internet traffic for these types of usage.
3. Software or Hardware may be installed on any Village of Waldron computer system only through the approval of the Village President or designee of the Village President. The Village President or designee of the Village President may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.
4. Where copyright laws apply, the Village of Waldron forbids unlawful copying of any software or manuals.

Network Security:

1. No employee, elected or appointed official, or any other person shall use any data or other information on the Villages network file server or any Village personal computer for personal gain, nor for the advantage of any outside third party, nor in any other way except in accordance with the policies of the Village.
2. No employee, elected or appointed official, or any other person shall permit any unauthorized person to gain access to the Villages computer network system.
3. No employee, elected or appointed official, or any other person shall furnish to any information to any unauthorized person about the hardware or the software used by the Village, nor the method of accessing the Villages computer network system.

Internet Use:

1. Access to the Internet is primarily for the exchange of information and research consistent with the vision, mission, goals and activities of the Village of Waldron and or employees, and elected or appointed officials job function{s}.
2. Access to the Internet is provided both as a business tool for and a benefit to employees and elected or appointed officials.
3. Employees and elected or appointed officials are expected to use the Internet solely for job-related research and Village business communications during working hours.

4. Employees and elected or appointed officials may use the Internet on-site for personal research and communications outside the work hours, provided these activities do not result in additional expenses for the Village and do not interfere with Village business.
Employees or elected and appointed officials shall not use the Internet for private or commercial business use.
5. Employees and elected or appointed officials shall not use the Internet for inappropriate or unlawful purposes, including, but not limited to, placing or receiving unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communication and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic, or otherwise objectionable.
6. Internet access records and records of downloaded files are not private and may be occasionally monitored as the Village President or designee of the Village president deems necessary.
7. Users understand that use of any Village-provided, publicly accessible computer network such as the Internet is a privilege. Inappropriate, unauthorized or unlawful use of the Internet may result in loss of access for the user and, depending on the seriousness of the infraction, can result in disciplinary action as deemed appropriate by the Village Council at the recommendation of the Village President.

E-mail Use:

1. The above rules for Internet use also apply to the use of electronic mail provided to Village employees and elected or appointed officials. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the Village and subject to state rules for retention/destruction.
2. All e-mail originating from or received by the computer system{s} is Village property, and is not considered private information.
3. The Village President, and or designee of the Village President may monitor electronic mail of any employee or official using the Village owned computer system.
4. Prohibited uses of the electronic mail system include, but are not limited to, the following:
 - Use of the system to send chain letters.
 - Use of the system to send copies of documents in violation of copyright laws.
 - Use of the system to compromise the integrity of the Village and its business in any way.
 - Use of the system for “moonlighting,” job searches, or the advertisement of personal business.
 - Use of the system to send messages containing offensive, abusive, threatening, and or other language inappropriate for the Village of Waldron.

The Village of Waldron expects all employees and elected or appointed officials to comply fully with this policy. Any employee, elected or appointed official found to be violating the computer, internet, e-mail policy will be subject to reprimand or termination allowed by law on the same basis which would apply to misuse or misappropriations of any other Village property or for violations of other Village policies.

The Village Council of the Village of Waldron adopted this Policy on February 8, 2005 with seven council members voting yeas, and zero council members voting nays.

Acknowledgement: I hereby acknowledge that I have received a copy of the Village of Waldron Computer, Internet, E-mail Policy, and that I understand the policy, and that I will comply fully with it.

Printed Name: _____

Signed Name: _____

Village Position: _____

Date: _____

Witness by Village President or Clerk Signature Below:

Signature: _____

Title: _____