

Administrative Policy: Use of City Local Area Network and Information Network Resources

PURPOSE AND BACKGROUND

The purpose of this policy is to implement guidelines for the establishment, administration, maintenance and use of the City's information network resources, including the City Local Area Network/Wide Area Network (LAN/WAN), the Internet, and on-line information services.

Information network resources are made available to City staff to improve communications and information exchange with citizens and others and to provide an information and research resource. While the City encourages the use of information network resources to improve communications, certain restrictions are necessary to avoid improprieties and ensure that established standards are met.

USE OF CITY LAN AND INFORMATION NETWORK RESOURCES

To reduce potential liability, the risk of inappropriate use, and possible adverse public perceptions, City personnel shall make use of City provided information networks (LAN/WAN), Internet, and on-line services, whether with City issued or personal devices, as follows:

While on Duty:

City personnel shall use the City provided LAN/WAN, Internet, and on-line services for official City business purposes only.

While not on Duty (including paid breaks):

City information network resources may be used for personal communications on a limited basis provided said use is fully compliant with conditions set forth in this policy.

City resources are not to be used for personal profit or gain, any illegal, harassing, libelous or obscene purpose at any time. All components of the City of Takoma Park's LAN/WAN are the property of the City and remain subject to City control. When using the City network resources users should not have any expectations of privacy. Successful operation of the LAN/WAN requires that users regard the LAN/WAN as a shared resource and conduct themselves responsibly and courteously.

Responsibilities:

All Employees:

The procedures described in this guideline are to be adhered to by all employees who use City information network resources. All employees granted access to City information network resources shall have access to these procedural guidelines. New employees must sign the statement acknowledging receipt and understanding of the attached procedures.

Supervisors:

Supervisors are responsible for determining which employees require access to City information network resources and for coordinating installation as necessary with the Information Systems

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Administrative Policy: Use of City Local Area Network and Information Network Resources

department. All supervisors of employees who use the City information network resources are responsible for ensuring that their staff members adhere to the procedures of this guideline.

Information Systems Manager:

The Information Systems Manager is responsible for the provision of reliable network information services as required by the City and for establishing and administering City information network resources. The Information Systems Manager is authorized and required to recommend terminating user access to network information services if inappropriate use is detected. The recommendation shall be submitted to the Deputy City Manager whose decision shall be final.

Best Practices/Recommended Procedure:

The intent of these procedures is to ensure that use of the City LAN/WAN is consistent with the best interests of the City. These procedures do not attempt to articulate all required or proscribed behavior by users, but merely cover the most conspicuous examples.

- a. Examples of inappropriate use of City provided information resources include but are not limited to:
 1. Seeking to gain or gaining information for inappropriate purposes, unauthorized access to proprietary information, seeking access to passwords belonging to other users.
 2. Infringing on third party copyrights or other intellectual property rights, license agreements or other contracts; for example, illegally installing or making available copyrighted software.
 3. Inappropriate copying, modifying, distributing, transmitting or displaying files or other data or information resources.
 4. Processing, distributing, transmitting, or displaying inappropriate stored electronic media; obscene, libelous or defamatory material, or files dangerous to the integrity of the City's LAN/WAN.
 5. Using the City's LAN/WAN or knowingly allowing another to use the LAN/WAN for personal profit, personal business, commercial product advertisement or partisan political purposes.

- b. Information on any component of the LAN/WAN or information resources, whether networked or stand-alone, may be accessible to other users. LAN/WAN-based information resources shall be subject to access, regulation and control by the City. The City shall take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and City files. Without the consent of the user, sender or intended recipient, all electronic mail and data on any City system may be examined to determine whether the electronic mail or data may contain inappropriate information or illegal material.

Administrative Policy: Use of City Local Area Network and Information Network Resources

- c. Accounts (such as those established for the City's LAN/WAN, Internet, FAX, and electronic mail) shall be used only by the authorized owner of the accounts. Account owners are responsible, and will be held accountable, for all activity performed under their password.
- d. Users shall:
 - 1. Comply with license agreements and policies of networks and on-line services made available by the City;
 - 2. Not make unauthorized changes to nor install unauthorized hardware or software on any component of the LAN/WAN; and,
 - 3. Not access any external networks or information resources from City computers, the LAN/WAN or utilizing any City resources without proper authorization.

External Network Considerations:

Access to information resources and networks external to the City may make available materials which do not contribute to any City business purpose and could be offensive to some users. The City shall take appropriate precautions to attempt to restrict access to controversial materials. However, it is impossible to control all communications through all global networks.

The City considers the value of allowing access to information resources through external networks as outweighing the potential harm from the possibility of misuse or that users may encounter materials they may find offensive. All users of City provided networks and information resources do so at their own risk with regard to the possibility of encountering material they may find offensive. Moreover, users must assume responsibility for ensuring their utilization of the external networks and information resources is consistent with City business purposes.

Definitions:

For the purposes of the procedures of this guideline, the following definitions shall apply:

- a. LAN/WAN (Local Area Network/Wide Area Network)
A network consisting of electronic devices communicating with one another and sharing hardware, software, data and information resources. Included are all of the communication and computer hardware, operating systems, data, and application software of the City and any stored electronic media and other systems that may be connected, such as bulletin boards, Internet, on-line information services, and other.
- b. Information Resources
Any information in digital electronic format, including, but not limited to electronic mail, voice mail, local databases, externally accessed databases, clip art, digital images, voice and sound recordings and any digitized information that may be made available on the City LAN/WAN.

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c. Inappropriate Use

Use of the City LAN/WAN that is a personal violation of local, state and/or federal law, use of the LAN/WAN for personal profit, or any other prohibited use as set forth in this policy.