
PURPOSE: The City of Smyrna provides a variety of information technology tools such as computers, electronic mail ("email"), Internet access and web browsers for employees to enhance their job performance. This policy governs access to and appropriate use of this technology during employee work hours, as well as before work, after work, and during break periods.

APPROPRIATE USE:

Information technology tools and the Internet are to be used for City business purposes and to increase the timeliness and effectiveness of City business communications. An employee may use City information technology tools and Internet access for private purposes, provided this use, including the value of the time spent, results in no incremental cost to the City.

Department heads and supervisors are responsible for ensuring the appropriate use of all information technology tools, including email and Internet access, through training, supervising, coaching and taking disciplinary action, if necessary. Department heads and supervisors may place restrictions on their departments in addition to those detailed in this policy.

INAPPROPRIATE USE:

Inappropriate employee use of City information technology tools and the Internet include, but are not limited to, the following:

- Illegal activities; wagering, betting, or selling chances
- Commercial activities
- Harassment
- Activities that result in personal financial gain
- Solicitation, except on City-sanctioned activities
- Activities that demean the dignity of the City of Smyrna
- Communications that include profanity
- Pornographic or sexually explicit images or activities
- Allowing anyone other than employees or contractors access to IT tools
- Other unethical activities
- Connecting personally owned computers to the City network
- Personal use on City time
- Forwarding of e-mail chain letters

THE "EVERYONE" E-MAIL LIST

The "everyone" e-mail address has been set up to provide an easy way to send e-mail to every employee in the City that has an email address. This address is to be used for City business purposes only, such as notification of training classes, changes in policies, and other important City issues. It is not to be used to promote a personal business, send thoughts for the day, greetings, or any other type of e-mail that is not City business. The "everyone" address is also not to be used to send virus warnings except by the IS department. Warnings that are received from other sources are to be forwarded to the IS department for confirmation, and they will take appropriate action.

ENCRYPTION

Encryption of email or other files stored on City of Smyrna computers is prohibited unless prior approval is obtained from the user's supervisor and the IS Department. Approval to encrypt information on City of Smyrna computers will be granted on a case-by-case basis on need and with respect to possible alternatives. If approval is given, the encryption keys(s) must be given to the user's supervisor and a copy to the IS Department.

TRANSMITTING CONFIDENTIAL OR PRIVATE INFORMATION

Security and privacy of messages cannot be guaranteed on most Internet E-mail systems. Data considered private should not be transmitted in plain text on Internet E-mail.

STORAGE, RETENTION, AND DISPOSITION

The City of Smyrna will use the City's "Records Retention Policy" guidelines for storage, retention, and disposition of email, voice mail, and other electronic messages.

CAREFUL USAGE

Employee Information Technology and Internet usage must be able to withstand public scrutiny without embarrassment to the City, its taxpayers, its clients, or its employees. Employees should use generally accepted standards of business conversation in all Internet usage. Employees should use good judgment in the type of message created and the tone and content of messages. Content is always considered personal opinion unless specifically stated as a City position.

PARTICIPATION IN ELECTRONIC DISCUSSION GROUPS

Each employee's Internet email address (firstname.lastname@ci.smyrna.ga.us) clearly identifies the City of Smyrna. Thus, it is imperative that employees not participate in Internet chat groups, news groups, or bulletin boards where the content is not clearly related to City business. Such messages might be construed as an official City position and cause embarrassment to the City.

MONITORING

Information Technology tools and Internet access are City property and are intended for City business. The City of Smyrna reserves the right to monitor all use of Information Technology tools, including email and Internet access, at the time of use, during routine post-use audits, and during investigations. The City also reserves the right to restrict access to various Internet sites and services.

Actual content of email and voice mail messages, phone calls, etc., is not routinely monitored or disclosed. However, employees should understand that email and voice mail messages, Internet access records, phone call records, etc., may be logged, and may be retrieved and reviewed by someone with proper legal authority at a later date.

SOFTWARE

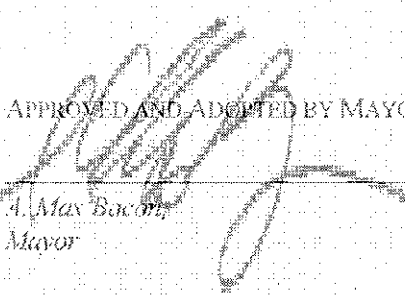
All software loaded on City of Smyrna computers must be approved by the IS Manager and the user's supervisor. This includes software that may be downloaded from sources on the Internet. A standard suite of applications is maintained by the IS Department and is loaded on all City of Smyrna computers.

The need for additional applications will be assessed on a case-by-case basis. Under no circumstances is unauthorized copying of software to be tolerated. No personally owned software is to be loaded on City of Smyrna computers without prior approval of the user's supervisor and the IS Department. This will only be allowed if the licensing of such software can be confirmed and the loading of the software does not violate the license.

EXCEPTIONS FOR POLICE DEPARTMENT

Exceptions to the above restrictions may be granted to Police personnel when it is necessary to visit a restricted site in the course of a criminal investigation. Such an exception must be obtained in advance from the investigator's Department Head and recorded in the case file.

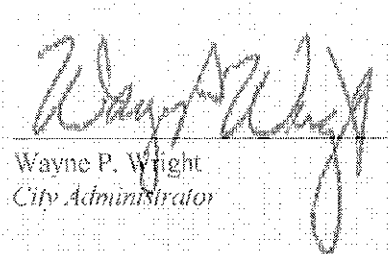
APPROVED AND ADOPTED BY MAYOR AND COUNCIL:



Max Bacon
Mayor

Date

RECEIVED BY:



Wayne P. Wright
City Administrator

Date