

POLICY

99-02 as revised

To: Select Board
cc: Staff
From: Sanford Miller, Town Manager
Re: Policy 99-02 As Revised September 12, 2005 - Ethical Computer Use Policy
Date: September 12, 2005

EFFECTIVE DATE - Immediately

PURPOSE: This Policy is to protect and ensure the integrity of its data and information systems. Computers and electronic information are the property of the Town of Milton, similar to other tangible assets. The ability of the Town to successfully serve the citizens and employees of Milton depends, in part, upon the continuing availability of adequate computing resources. These resources are comprised of computers, peripherals, data and software acquired for the purpose of conducting and administering the business of the Town. Whether "on-line", interconnected or stand alone, these resources represent the municipal computing system.

PROCEDURE: Town computing facilities shall not be used in any manner prohibited by law or disallowed by licenses, contracts, Town or departmental regulations. All employees share responsibility for protecting these files from abuse. Examples of abuse include, but are not limited to:

- unauthorized use of computers or related equipment;
- attempting to access files or disks other than one's own without permission;
- interference with any computer system or another's use of any computer system;
- using the computer facilities to send or receive messages that may indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language;
- visiting known pornographic Internet sites or returning to pornographic Internet sites once the context of the site is known;
- theft- use and distribution of illegally copied software;
- intentionally damaging software, files or equipment;
- creating or using software or e-mail designed to destroy data and/or disrupt

- services;
- unauthorized access to or manipulation of service, router, hubs and other network resources;
- modifying, changing or otherwise interfering with the physical and logical configuration of computer hardware and software without authorization;
- more than minimal use of computers, software and internet access for personal business;
- using someone else's identity (user identification – ID – name) without permission;
- intentionally or unlawfully misrepresenting your identity or affiliation in electronic messaging communications;
- distributing copyrighted materials by electronic messaging without consent from the copyright owner. Failure to obtain consent may violate federal copyright infringement laws and could subject the individual to civil liability or criminal prosecution;
- "downloading" information or programs from the internet without following protocols for virus protection;
- using memory media from non-Town P.C.'s without following protocols for virus protection;
- accessing/downloading information which may violate the Town's harassment policy.
- individuals who are neither Town Staff nor otherwise authorized individuals, are prohibited from using Town computing facilities.

Unauthorized use of the Town's resources is equivalent to the diversion of any other municipal resource. Under no circumstance will the Town computer resources be used for personal or financial gain. All Town developed applications, data, recording media and all resultant output remain the property of the Town of Milton.

Action: Accessing the Internet from Town owned equipment is a privilege. Individuals suspected of abusing a computer facility by violation of these guidelines, related regulations, or laws will be subject to discipline (from Personnel Manual Article 8 Employee Conduct and Disciplinary Procedures and, Article 9

Section 4249 "Grounds for Dismissal and Suspensions" A-T, specifically, J, "Unauthorized use of Town property or equipment".

Anyone who is uncertain whether a particular use of computer facilities is permitted should consult with their Department Head. Final determination as to the appropriateness of any use will be made in consultation with the Town

Manager.

Each employee of the Town of Milton using a computer as part of his/her position will receive a copy of this Policy. An acknowledgement will be signed and placed in the employees personnel file.

POLICY: The Milton Select Board, acting in regular session on September 12, 2005 voted in favor of the following;

"Voted in favor of the Ethical Computer Use Policy, with attachment(s), as outlined in Policy 99-02 Revised September 12, 2005, above.

Further that this referenced Policy shall be part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

Selectboard:

Betty B. Thompson
David J. S. [unclear]
Kenneth A. Nolan
Louis H. Mossey

Filed with the Town Clerk this 13th day of September, 2005.

Attest: Loretta R. Demina
Ass't. Clerk