

TOWN OF NEW PALTZ TELEPHONE, COMPUTER, E-MAIL AND INTERNET POLICY -Adopted by the Town Board August 19, 2010

The Town of New Paltz encourages the use of the computer, E-mail and Internet systems because they make communication more efficient and effective. However, the computer system including E-mail and Internet are Town property and they are used only to facilitate Town business. Every employee has a responsibility to use these systems in a productive and respectful manner. Any un-authorized or improper use of E-mail or the Internet is not acceptable and will not be permitted. The Town has established the following guidelines for using these systems:

Personal Telephone Calls:

- * The Town recognizes that employees must sometimes place or receive personal calls on Town telephones. However, the telephone system is intended for Town business, so it is essential that we keep personal use from interfering with that purpose.
- * If you must make a personal call, do so during non-work periods. Ask callers to minimize the time and number of calls you receive. Personal long distance calls may not be made from Town offices without advance approval from your Department Head. Personal long distance calls will only be approved in emergency situations by a Department Head.
- * Additionally, employees bringing their personal cellular phones to the work place must be turned off during work hours and can only be used on breaks or lunch time. Such use, includes, but is not limited to placing or receiving calls, texting, e-mailing and accessing the Internet.

Unacceptable Uses of E-mail and Internet System:

- * E-mail and Internet access may not be used for transmitting, retrieving or storing any communications of a defamatory or harassing nature or materials that are obscene or X-rated.
- * Harassment of any kind is prohibited by the Town's policy regarding discriminatory harassment.
- * No messages with derogatory or inflammatory remarks about an individual's sex, race, age, disability, religion or national origin may be transmitted or forwarded using the Town's system.
- * No abusive, profane or offensive language may be transmitted through the Town's E-mail or Internet systems.
- * The Town's anti-harassment policy applies in full to E-mail and Internet use.

- * The Town's E-mail and Internet system may not be used for any other purpose that is illegal, against Town policy or contrary to the Town's best interest.
- * Solicitation of non-Town business or any use of the Town's E-mail or Internet system for personal gain is prohibited (including but not limited to: personal internet purchasing or selling any product or service).
- * Social networking activities (i.e., Facebook, Twitter, MySpace and/or all other online communities or personal blogs) and messaging between mobile and portable devices (i.e., text messaging) should never be done on Town equipment or Town time. Such activities should only be done on personal time and personal equipment.
- * **Employees do not have a personal privacy right regarding any matter created, received, stored or sent from or on the Town's E-mail or Internet system or computers.**

Rules for Electronic Communications:

- * Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the Town's E-mail or Internet system.
- * Employees may not hide their identities, represent that any E-mail or other electronic communications were sent from someone else or from someone from outside the Town.
- * Employees must include their name in all messages, communicated on the Town's E-mail or Internet system.
- * Any messages or information sent by an employee to another individual outside the Town via Town E-mail or Internet system (including bulletin boards, online services or Internet sites) are statements that reflect on the Town. Despite personal "disclaimers" in electronic messages, any statements may be tied to the Town.
- * All communications sent by employees via the Town's E-mail or Internet system must comply with all Town policies and may not disclose any confidential information.
- * If employees receive unsolicited E-mail from outside the Town that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

Use of Software

- * To prevent the downloading of computer viruses that could contaminate the computer system, no employee may download software from the Internet or install any personal software without prior authorization from the Town.
- * Software and other documents or files that are developed or created by Town employees using the Town computer system are the property of the Town. Therefore, employees must return all software and diskettes to the Town upon leaving Town employment.
- * Software and other documents or files shall not be removed from the Town's premise.
- * Software manual shall not be removed from the Town's premise.
- * Copying software for personal use is forbidden and may result in a \$50,000 fine for each occurrence by the federal government.
- * Removal of software from Town property shall be considered theft and shall be dealt with accordingly.
- * All Town owned computers, computer equipment, laptops, printers, etc., must be used only for Town business.

Copyright and Trademark Issues

- * Copyrighted and trademarked material that does not belong to the Town, may not be transmitted by employees on the Town's E-mail or Internet system without permission from the holder of the copyright or trademark.
- * Every employee who obtains access to other companies' or individuals' material must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.

System Security

- * The Town reserves the right to monitor how employees use the computer system, including E-mail or Internet.
- * All messages created, sent or received over the Town's E-mail or Internet system are the Town's property and should not be considered private information.
- * The Town reserves the right to access and monitor every message and file on the Town's E-mail or Internet system. Despite the existence of any passwords, employees should not assume that any electronic communication is private.

- * The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Therefore, highly confidential information should be transmitted in other ways.

Social Networking and Messaging Issues

- * The Town acknowledges that social networking and messaging exists and neither encourages it nor discourages it. However, the Town prohibits social networking and messaging done on Town equipment or Town time.
- * Since much of the information obtained during the course of employment may be subject to confidentiality, none of this information shall be used during social networking or messaging.
- * Any social networking or messaging done by a Town employee cannot be reflective of the Town or reflective of you as an employee of the Town and any blog shall not contain any information that may be obtained from the normal course of your employment with the Town of New Paltz.
- * Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Town. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the Town. Despite disclaimers, your web interaction can result in members of the public forming opinions about the Town and its employees, partners, customers, clients or products.
- * Information published on your blog(s) should comply with the Town's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
- * Be respectful of the Town, other employees, customers and clients. Speak respectfully about the Town and its current and potential employees, customers and clients. Do not engage in name calling or behavior that will reflect negatively on the Town's reputation. Note that the use of copy righted materials, unfounded or derogatory statements, or misrepresentation or any confidential or proprietary information is not viewed favorably by the Town and can result in disciplinary action up to and including termination. Do not reference or cite Town clients, employees or customers without their express written consent. In all cases do not publish any information regarding a client during the engagement. Respect copyright laws and reference or cite sources appropriately. Plagiarism applies online as well. Town logos and trademarks may not be used without written consent.
- * You are not authorized to speak on behalf of the Town, or to represent that you do so.

- * You are legally liable for anything you write or present online. Employees can be disciplined by the Town for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by Town employees and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.
- * Media contracts about the Town and their current and potential product, employees, partners, clients and customers should be referred for coordination and guidance to the Town Supervisor.

ACKNOWLEDGEMENT OF RECEIPT OF TOWN OF NEW PALTZ TELEPHONE,
COMPUTER, E-MAIL AND INTERNET POLICY

Adopted by the Town Board August 19, 2010

I have received a copy of my employer's Telephone, Computer, E-Mail and Internet
Policy. I understand that I am responsible for following this Policy at all times.

Employee's Name

Job Title

Employee's Signature

Date