

# **Town of Fayette**

## **Maine Computer Use Policy**

This policy governs the use of the Town of Fayette's electronic communications and information systems by municipal users. Users are defined as Town employees, elected officials, and appointees. All communication systems, computer equipment, software and information transmitted by or stored in these systems are the property of the Town of Fayette.

It is necessary to make sure that the Town of Fayette network is properly used to avoid distractions in the work environment and harm to our reputation or financial well-being. To do this, we rely upon several critical practices and end user behaviors.

The Town of Fayette retains control, custody and supervision of all computers and networks owned or leased by the Town. The Town of Fayette owns the rights to all data and files in the Town's computers, network, or other information systems, subject to applicable laws. As such, users have no right or expectation of privacy in connection with the use of said equipment and/or networks. The Town also reserves the right to monitor and remove hardware, software data, e-mails, social medial content, files or settings on computer related systems when deemed appropriate.

This document provides the guidelines for establishing a culture of trust and integrity where Users are committed to playing an integral part in protecting employees, administrative consultants, contractors, and partners, clients, Town of Fayette consultant, and Town of Fayette from malicious, illegal or damaging actions, either knowingly or unknowingly. Inappropriate use exposes us to potential risks and vulnerabilities that might compromise this same data.

### **Personal Use**

The Town understands an employee may need to use equipment for personal use. The usage must not preempt Town business and must be done within the bounds of Town policies. The use must not constituted a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest.

### **Software, Hardware, Games and Screen Savers**

All software and hardware required for employees to perform their job will be provided and installed by the Town. Requests for new or different equipment or software should be made to the Selectboard.

Downloads, software, or other equipment, which have not been specifically approved in writing by the Selectboard may compromise the integrity of the Town's computer system and are prohibited.

## **Electronic Mail (E-mail)**

This section relates to both business and personal e-mail sent from a Town computer. Personal use of the Town's email address is not allowed. A User's personal e-mail accessed via a Town computer may be considered "public" data and is not protected by privacy laws. E-mail messages sent and received using Town equipment or Internet access provided by the Town is not private and is subject to viewing, downloading, inspection, release, and archiving by Town representatives. The Town retains the right to inspect files stored in private areas of the Town of Fayette network or on individual computers or storage media, including personal/private/instant messaging systems, in order to assure compliance with our policies and state and federal laws.

Users are instructed to use caution when opening electronic mail and attachments from unknown senders because these pieces of electronic mail and attachments may contain viruses, root kits, spyware or malware that can put our system and sensitive information at risk.

## **Internet**

The Town of Fayette provides Internet access to users for Town business. Occasional personal use of the Internet is acceptable within the bounds of all Town policies. Users may not at any time access inappropriate sites. Some examples of inappropriate sites include, but are not limited to, adult entertainment, gambling, sexually explicit material, or material advocating intolerance of other people, races or religions, or matters that otherwise violate Town policies.

## **Passwords and Physical Security of Equipment**

Passwords should not be shared under any circumstances. If it is necessary to access an employee's computer when he or she is absent, contact the Town Manager. Passwords will not be stored near the computer. If necessary, store the password in a locked file cabinet or a similar secure structure. Lock your workstation whenever you are out of your office.

Do not leave Town computer equipment unattended at any off-site facility. Equipment stored in an unattended vehicle will be stored in a secure manner and kept out of sight. The borrower of the computer is responsible for loss or damage.

## **Prohibited Practices**

Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization. Users may not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible. In addition, Users may not access another employee's computer, computer files, or electronic mail without authorization from their supervisor.

## **Termination**

Even after termination of a User's relationship with the Town of Fayette, Users are responsible for maintaining the confidentiality of Town sensitive information the User may have had access to previously.

**Compliance**

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. We reserve the right to advise appropriate authorities of any violation of law.

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Employee Acknowledgement

I have received and read the above policy and have had an opportunity to ask any questions.

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Print Employee Name

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Employee Signature

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Date