

SUBJECT: INTERNET ACCESS

Effective: February 1, 2002

Submitted by the Human Resources Dept

This policy applies to: ALL EMPLOYEES UNLESS OTHERWISE STATED

Regulations affecting this policy:

1. GENERAL

1.1 The purpose of this policy is to define individual and departmental responsibilities for the acquisition and use of the City's information systems.

1.2 This policy is divided into the following sections:

- SECTION 1 - GENERAL
- SECTION 2 - STATEMENT OF POLICY
- SECTION 3 - GENERAL PROVISIONS
- SECTION 4 - ADMINISTRATION

2. STATEMENT OF POLICY

2.1 Internet is an electronic network that connects millions of computers throughout the world, providing communication and resource sharing services. Using the Internet, one can browse to seek relevant information; search databases of facts, books, and articles; access the latest economic statistics and government documents; connect to a computer on the other side of the world as if it were in the next room; transfer software programs, images, and other files; or communicate with one or many colleagues wherever they may be located. The City of Spokane Intranet is the internal computer network that offers Internet-like functions, allowing departments to maintain and access information that is not part of a public Internet presence. All references to "Internet" in this policy apply to the Intranet as well. These technologies offer excellent tools for employees to get work done efficiently, provide public information, and communicate with constituents. However, the powerful nature of these tools requires that carefully

considered policies, procedures, and practices govern such usage. While specific technologies or procedures may change, City of Spokane Internet access will be managed according to the guidelines stated below. Based on their unique needs, departments may adopt additional provisions that do not conflict with this policy.

- 2.2 Staff may have access to a selection of Internet functions through their desktop computers. Access, shall be managed by departments through customary supervisory channels.

3. GENERAL PROVISIONS

- 3.1 Employees are expressly forbidden to misuse any Internet access privileges in ways that may include, but are not limited to:
 - a. Using the Internet for unlawful activities, including violations of copyright law, or for activities that are malicious or have the effect of harassing other users.
 - b. Attempting to gain access to computers or networks to which they do not have legitimate access to read, copy, misappropriate, alter, misuse, or destroy the information/files of other users, or violating the acceptable use policies of any network to which they connect.
 - c. Misrepresenting the City's programs or policies in their communications over the Internet.
 - d. Violating security procedures (e.g., by sharing passwords with others, or by allowing non-employees to have access to "staff-only" functions, resources, or equipment) except as noted in the computer security policy.
 - e. Installing or operating software that compromises computer security or introduces viruses into City systems.
 - f. Operating a server program (one that provides information to client programs via the World Wide Web, FTP, e-mail, or other Internet functions) without department head approval and prior clearance from the Management Information Services Department to ensure compliance with network design and security standards.
 - g. Creating a public display of City information on the Internet, such as a departmental World Wide Web page, without department head approval and prior coordination with Management Information Services to ensure City website standards are met.

- 3.2 Employees are allowed limited use of equipment and facilities to access the Internet for purposes other than that directly or indirectly related to the activities of the City. The following conditions, while not an all inclusive list, apply to unofficial use of the City Internet access:
- a. The use causes no additional cost to the City of Spokane.
 - b. The equipment being utilized to access the Internet is normally utilized by the employee, and there is no disruption/ disturbance to another employee's work area.
 - c. Time spent on the Internet does not negatively impact the employee's ability to do his/her job.
 - d. Use of the equipment to access the Internet does not disrupt other City functions.
 - e. Personal files must be saved to a removable diskette or removable hard drive, not the fixed system hard drive.
 - f. Hosting the business transactions of any non-City enterprise, either profit or non-profit is prohibited.
 - g. Use does not violate any other City policy.
- 3.3 Since the Internet is a multi-country medium, employees should exercise care to ensure that laws and cultures of other countries are respected.
- 3.4 Software downloaded from the Internet must be approved by Management Information Services before installation on any City owned computer system.
- 3.5 Information downloaded from the Internet which has accompanying terms and conditions specified by the supplier, must be adhered to.
- 3.6 Employees will not represent their opinions as those of the City, unless authorized to do so.
- 3.7 The Internet shall not be used to access or transmit obscene, profane, pornographic, abusive, harassing, discriminatory, or threatening information, pictures, or representations.

4. ADMINISTRATION

4.1 The Human Resources Department, in cooperation with Management Information Services, is responsible for administering this policy.

Jack Lynch
City Administrator

Date

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