

# TOWN OF COCHECTON

## **POLICY FOR THE ACCEPTABLE USE OF COMPUTERS, EMAIL, INTERNET AND OTHER ELECTRONIC COMMUNICATIONS.**

Any person conducting business on behalf of the Town of Cochection, employed, a volunteer or an elected official shall conform to the following rules.

### **Above mentioned users rights and Monitoring**

The user of the Town of Cochection's computers shall not have an expectation of privacy in the use of and storage of information on the computer. The Town of Cochection (here to fore referred to as the **Town**) has the right to monitor all activity on our computers systems. Monitoring includes, but is not limited to, reading, listening to, or otherwise monitoring the user's wire, oral or electronic communication, including screening emails and tracking the user's online Internet activity and other computer usage. The Town can remove inappropriate content including screen savers.

### **Impermissible activities:**

- "Cracking", the illegal activity of breaking into computer systems through the security or other protection mechanism that protect it, including firewalls.
- "Hacking", the illegal activity of breaking into a computer system or electronic network regardless of intent to cause harm.
- "Phreaking", the use of a computer through another device to make free telephone calls.
- "Spoofing", a technique used to gain unauthorized access to a computer by sending messages and pretending that these messages originate from a trusted computer.
- Sharing any account names and passwords, including e-mails with other users unless so authorized.
- Attempting to or gaining access to another user's e-mail, work folders, files, passwords, or data without prior permission.
- Creating or spreading computer viruses, worms or Trojan horse.
- "Spamming", the practice of sending or forwarding of "junk" e-mail to other users
- Destroying, altering, or otherwise modifying equipment, including but not limited to files, data, or passwords
- Publication of obscene material: US legislation states that sexual harassment occurs when an employee is subjected to unwelcome sexual conduct based on gender. Conduct frequently involves offensive visual images viewed on an office computer received in an e-mail. The Town forbids such material.
- Participation in any manner with pirated software bulletin boards or related internet sites is strictly prohibited.
- Copyright infringement: Much of the material on the internet is copyrighted or otherwise protected by intellectual property law. Employees must investigate intellectual property rights for all material they discover on the Internet before using it for any other purpose.
- Promoting political or religious positions
- Operating a personal business, or any use for personal gain

Updating of the **Town's** website is by authorized users only.

Failure to adhere to Town's internet and computer use policy may result in disciplinary action which may include removal from internet access and up to other actions including dismissal.

### **Actions for noted violation:**

A noted violation of this policy shall be immediately reported to the Town Supervisor. In the event that the Supervisor has violated this policy, a report should be filed with the Town Clerk. At the next regularly scheduled meeting of the Town Board the reported violation shall be discussed and action recommended. A special Town Board meeting may be called if deemed appropriate. If the person in question is a member of a bargaining unit, a grievance shall be entered within seven days, with agreed to disciplinary action to follow.

Adopted this day January 11, 2012.

I hereby agree to abide by all the above provisions and relieve the **Town of Cochection** of any liability, obligation or responsibility for any loss that may arise from my use of the Town's computer facilities including Internet access, e-mail and network use or other electronic communications.

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_