



# City of Westfield

Technology Center  
179 Apremont Way  
Westfield, MA 01085

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## Acceptable Use Policy

### PURPOSE

This document sets forth the City of Westfield (hereinafter referred to as 'City') policies and guidelines regarding the acceptable use of City information technology resources, including the use of computers, electronic mail (hereinafter referred to as 'email'), and the Internet connection. Included also are the City's policies for maintaining the security of City's network servers and personal computers, and ensuring compliance with software licenses and applicable copyright laws. These guidelines apply to the use of all City information technology resources by any employee, contractor, student, intern, guest or other authorized users (hereinafter referred to as 'User').

### POLICY

Computing resources, programs, files and facilities of the City are the property of the City and shall be used for legitimate activity related to the duties and responsibilities of all Users. As such, the City retains the right to inspect any User's system and all files contained within. Department heads may, at their discretion, allow personal use by the employee of these resources that does not interfere with the City or with the employee's ability to carry out department business. Individuals and non-city organizations using the city's facilities to gain access to non-city facilities must be cognizant of and observe the acceptable use policies of the City at all times. The City reserves the right to terminate any City network connection without notice if it is determined that any policies are being violated. Individuals who disregard elements of this policy will be subject to appropriate disciplinary and/or legal action at the discretion of the City including, but not limited to:

1. disconnection or loss of use of network services
2. removal of computing systems
3. suspension
4. termination
5. criminal prosecution

While the city employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The User takes full responsibility for all files, folders, programs and applications opened and downloaded onto City owned property. Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others are prohibited. The City is not responsible, financially or otherwise, for unauthorized transactions conducted over the network. Perpetrators will be responsible for all physical and financial damages of hardware, software, and property if found guilty of misuse as described in this policy.

The City reserves the right to monitor and record the usage of all facilities and equipment, and all software which is the property of the City by ownership, lease, rent, sponsorship or subsidy, if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation, and as necessary to evaluate and maintain system efficiency. The City has the right to use information gained in this way in disciplinary or criminal proceedings. While authorized to use any City technology, including, but not limited to, computers, electronic mail, or website visiting capability, **employees acknowledge and understand they have absolutely no right of privacy in regards to the use of said property.**

## **GUIDELINES**

- Users will not violate copyright laws and their fair use provisions through inappropriate reproduction and/or distribution of music (MP3, etc.), movies, computer software, copyrighted text, images, etc.
- Users will not view or use another person's system files, programs, or data unless given consent, either verbal or written, by the owner.
- Users shall not use City computers or network facilities to gain unauthorized access to any computer systems. Using programs intended to gain access to unauthorized systems for any reason or purpose is strictly prohibited.
- Users shall not connect unauthorized equipment to the City's network, to include hubs, routers, printers or other equipment directly or via remote attachment.
- Users shall not make unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Users will not associate unapproved domain name sites with a City owned IP address.
- Users will not knowingly or carelessly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.

- Users will not knowingly or carelessly run or install on any computer system or network, or give to another User, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, malware, spyware and worms.
- Users will refrain from activity that wastes or overloads computing resources. This includes, but is not limited to, printing too many copies of a document, streaming music or videos, playing video games, or using excessive bandwidth on the network.
- Users will not violate terms of applicable software licensing agreements or copyright laws.
- Users will not use City resources for personal or commercial activity, such as creating products or services for sale.
- Users will not transmit or reproduce materials that are slanderous or defamatory in nature, or that otherwise violate existing laws, regulations, policies, or which are considered to generally be inappropriate in a work place.
- Users will not display images or text that could be considered obscene, lewd, or sexually explicit or harassing in a public computer facility or location that can be in view of others.
- Users may use City computing facilities for educational purposes only if it is consistent with city-wide training and educational programs.
- Users may use City computing facilities for higher education degree seeking or certification programs only with written approval of a department head.
- User internet traffic, which may include sites visited, amount of time on sites and frequency of sites visited, is logged and can and will be used in determining adequate and/or proper use of City property.

## EMAIL

All Users must adhere to City rules and regulations, as outlined in this policy, regarding electronic mail, or email. The City owns any communication sent via email or that is stored on City equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work. As such, the City can and will use any findings if Users are suspected of misuse or abuse.

- Email is to be used for City business only. Confidential information must not be shared outside of the City, without authorization, at any time.
- Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will not be tolerated and will be addressed according to our sexual harassment policy.
- Any emails that discriminate against employees by virtue of any protected classification including, but not limited to, race, gender, nationality, and/or religion, will not be tolerated and will be dealt with according to the harassment policy.
- Users will not use electronic mail to harass or threaten others, or to send materials that might be deemed inappropriate, derogatory, prejudicial, or offensive. This includes sending repeated, unwanted e-mail to another user.
- Users will not use electronic mail on City-owned, or City sponsored, or City-provided hardware or services to transmit any information, text, or images that would be deemed offensive, inappropriate, derogatory, prejudicial, or offensive.
- Users will not initiate, propagate or perpetuate electronic chain letters.
- Users will not send inappropriate mass mailings not directly associated with, or in the performance of, the routine course of duties or assignments. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Users will not forge the identity of a user or machine in an electronic communication.
- Users will not attempt to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, age, religion, national origin, physical attributes, or sexual preference will be transmitted or tolerated.

The lists of activities within this policy is not intended to be exhaustive and all questions regarding licenses, copyright laws, or appropriate use of City resources should be addressed to Westfield Technology Center.



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## Receipt of Acceptable Use Policy

I hereby acknowledge that I have read and understand the Acceptable Use Policy of the City of Westfield. I agree to abide by this policy and understand that use of technology resources and e-mail is a privilege, not a right.

I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I also understand that if I do not sign this agreement, I will not be permitted to use technology resources and e-mail.

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Name (printed)

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Signature

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Date

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Department/Board/Commission

*This signed form must be returned to the Technology Center within (3) days of receipt of account information.*