SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 61.020 - INTERNET ACCESS AND ELECTRONIC MAIL (E-MAIL)

Date:	June 1999
Revision No:	New
Supersedes:	New
First Adopted:	June 1999

POLICY:
Internet access and electronic mail (e-mail) usage is expected to increase and both are valuable tools in the work environment. Through this policy, the Department intends to encourage legitimate usage of the Internet and e-mail and discourage illegitimate usage which may include, but is not limited to, improper non-business usage, sexual harassment and sexual or racial discrimination. Any violation of this policy may result in disciplinary action up to, and including, termination and may also result in criminal prosecution.

RESPONSIBILITY:
It will be the responsibility of the General Manager to assign Internet access and e-mail capability on an as-needed basis for business reasons. The Director of Management Information Systems (MIS), or the Director's designee, will be responsible for overseeing the technical issues related to Internet and e-mail usage. It will be the responsibility of each Director to insure that those individuals within each division, who have Internet and/or e-mail access, are doing so within the parameters of this policy. It will be the responsibility of each individual who has Internet and/or e-mail access to comply with this policy and any guidelines distributed pursuant to this policy.

PROCEDURE:
The use of the Internet is a privilege and not a right. Usage is assigned on a strict, as-needed basis to assist and facilitate business communication and work-related research. Authorization for usage may be withdrawn at any time for any reason, or for no reason. Incidental and occasional personal use of the Internet or e-mail system is permissible only with prior approval of the General Manager, or his designee. Once authorized to use the Internet or e-mail systems, each employee is responsible for the use or misuse of his or her account. Employees are expected to use sound judgment when using the Internet and/or e-mail.

The Department owns the computers on which each employee works and, as such, there is no right to privacy in transmissions over the Internet or through the e-mail system. Mail on the Internet is not secure. Never include anything in an e-mail message that you want to keep private and confidential. The Department has the right to access all e-mail files created, received or stored on Department-funded systems and such files can be accessed without prior notification.

Employees are prohibited from passing Departmental or City information or data considered proprietary or confidential from the Department to the Internet.

“Hacking” is an unauthorized attempt or entry into any other computer. It is illegal and prohibited by this policy.

Sending threatening, slanderous, racially and/or sexually offensive messages is strictly prohibited. Displaying, downloading or distributing any slanderous, racially and/or sexually offensive material is strictly prohibited. Accessing any Internet site which displays or sells pornographic material is strictly prohibited. Any employee who inadvertently connects to an Internet site containing sexually explicit or offensive material must disconnect from that site immediately and report the incident to the General Manager and MIS. Each employee is expected to comply with all existing Department policies.

All downloaded files must be scanned with MIS-approved virus prevention software. All downloaded files become the property of the Department, must be properly licensed and registered and must have a direct business use.

Employees should exercise care in accessing or copying any information which does not belong to the Department. Almost all data and software is subject to Federal copyright laws. Software which requires purchase or reimbursement for its use, such as “Shareware”, requires strict adherence to the terms and conditions of the owner unless written permission for unrestricted use has been obtained. When in doubt, each employee is tasked with asking MIS.

Playing games against opponents over the Internet is prohibited.

Employees may not create pages or perform tasks for self-owned or any other business entities on the Internet, using Department-owned equipment or Department access.

Employees may not speak on behalf of the City of San Bernardino or the City of San Bernardino Municipal Water Department. Any usage of the term “City of San Bernardino” or “City of San Bernardino Municipal Water Department” in any employee’s posting, personal home page or Internet web site must contain a caveat to the effect that the employee does not represent the views or opinions of the City of San Bernardino and/or the City of San Bernardino Municipal Water Department.

This policy does not change any pre-existing policy or practice requiring approval and/or review of correspondence transmitted to outside agencies.

All employees who have access to the Internet or who have e-mail capability through the department must sign an Internet and E-mail Usage Agreement, in substantially the same form as appears below. The Department will maintain the Agreement in the employee’s personnel file.

CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT

Internet and E-Mail Usage Agreement

I have read and agree to abide by the terms and conditions set forth in the City of San Bernardino Municipal Water Department Policy No. 61.020. I understand that failure to comply with the terms and conditions in Policy No. 61.020 could result in disciplinary action up to, and including, termination.

Employee Name: _____

Signature: _____

Date: _____

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