

SUBJECT: INTERNET ACCESS POLICY

Introduction

The Internet is an electronic communications network that connects computer networks and organizational computer facilities around the world. The Internet is accessed in the work place and remotely by Town employees and/or other authorized users in the conduct of Town business through the Town's network. The Town's network is the property of the Town of Greenwich. Internet access through the Town's network is authorized only as set forth in this Internet Access Policy (hereinafter the "Policy"). All Town employees using the Internet must review this Policy. Use of the Internet in the conduct of Town business constitutes acceptance of this Policy.

The Internet service is provided via the Town's network on an as-is, as-available basis. The Town makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. The Town shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, arising out of use of the Town's computer network in violation of this Policy including, but not limited to, "identity theft." Each user is responsible for his or her use. No user of the Town's system to access the Internet is permitted to incur costs or liabilities in such use without prior express written authorization from the Department of Information Technology and the user's supervisor. No financial responsibility will be assumed by the Town for any costs or liabilities or damages caused to a user as a result of a user's violation of this Policy.

Purpose of Policy

The purpose of the Policy is to provide guidelines for Internet access using the Town's network so as to allow full use of a productive communication tool in the conduct of Town business while assuring appropriate and lawful use of Town property and appropriate and lawful conduct of Town business. The Town reserves the right to change this Policy.

Scope

This policy applies to all users of the Internet through the Town's network except public usage at the public libraries and student access in the public schools, which are governed by independent policies. All Town employees accessing the Internet via the Town's network in the course of Town business are subject to the requirements of this Policy. The Policy discusses the guidelines and requirements governing the acceptable use of Town-provided access to the Internet. The Policy notifies users as to retention requirements with respect to electronic records, the lack of personal privacy rights in Internet access via the Town's network, possible monitoring of Internet access, and possible disciplinary consequences.

SUBJECT: INTERNET ACCESS POLICY
--

Access

Employees, officials, contractors, interns, and other individuals may be granted access to the Internet by the Town for the conduct of Town business. Department Heads retain the discretion at all times, however, to deny Internet access via the Town's network to any person.

Internet Access for Lawful and Appropriate Town Business

Town business

The Town's computer equipment used for Internet access is the property of the Town of Greenwich. Internet access using the Town's equipment is reserved solely for the conduct of Town business. All users are expected to act and to communicate professionally in furtherance of Town business. All information lawfully transmitted using the Town's Internet access is the exclusive property of the Town of Greenwich.

Each user of the Town's computer equipment for Internet access is responsible for the content of all electronic text, audio or images that he or she transmits or seeks to receive.

Users are not responsible for unsolicited email, sometimes referred to as "spam". Users are required to delete spam that is received. Users must not respond to spam that is received.

No user of the Town's equipment for Internet access has a personal privacy right in any communication or attachment created, received or sent using the Town's network to access the Internet. The Town's network should not be used for personal messages. For purposes of this Policy, "**personal messages**" do not include limited, occasional, or incidental use of electronic communications (sending or receiving) for personal convenience similar to such use acceptable for personal telephone calls at work. There is no personal privacy right created, however, in this type of communication using the Town's network. Rather, these and all other communications sent or received using the Town's network are subject to disclosure, possible monitoring (see below), erasure and potential discipline if applicable.

Internet Access via the Town's network is not permitted for a variety of personal purposes including, but not limited to:

- Personal gain
- Solicitation of non-Town business
- Gambling
- Entering competitions or sweepstakes
- Personal messages

SUBJECT: INTERNET ACCESS POLICY

Internal union business

Installing or distributing any non-business related files or file attachments such as animations, screen savers, wallpaper, chain letters, etc.

Subscribing to e-mail broadcasts of a personal nature such as daily or periodic information sent to the subscriber from private or commercial web sites.

Accessing web sites designed for dating or personal relationships.

Purchasing merchandise for personal use

Lawful and Appropriate Use

Internet access via the Town's network is intended for the lawful and appropriate conduct of the Town's business. Unlawful and inappropriate use of Internet access in the conduct of Town business is not permitted. Therefore, without limitation, examples of inappropriate or unlawful use in violation of this Policy are:

Use of assumed names.

Sharing of Town Internet access with third parties.

Sharing of passwords for purpose of allowing third parties to gain access to the Internet via the Town's system.

Attempts to evade, disable, encrypt or mask, use someone else's identity and/or password (without the users permission) or other wise bypass existing Internet access restrictions or other security provisions of the Town's Internet resources.

Use of the Town's network to commit any unlawful act. Illegal activities are violations of local, state and/or federal laws and regulations including, but not limited to, theft, criminal threatening or harassment, illegal wiretapping, computer tampering, copyright infringement, etc. A copy of Connecticut General Statutes §53-451 enumerating computer crimes in the State of Connecticut is attached hereto. Use of the Town's network to violate this or any other provision of federal/state law, whether specific to computer use or not, is prohibited by this Policy.

Installing or downloading software programs or materials other than those expressly permitted by the Town and licensed by the Town. Intellectual property assets of the Town and those of others (for example, protected trademarks, copyrights, trade secrets or patents) must be scrupulously safeguarded at all times by users of the Internet via the Town's network.

Accessing websites of an obscene or lewd or vulgar nature. Such access is permitted only if specifically authorized for officers of the Greenwich Police Department for investigatory purposes in the conduct of official police business.

SUBJECT: INTERNET ACCESS POLICY

Web browsing and electronic transmissions such as, but not limited to, “chat” room communications, instant messaging or electronic conferencing, which involve communications of an obscene, lewd or vulgar nature.

Electronic transmissions, which are intended to be harassing, or which the user reasonably should know is/are harassing.

Electronic transmissions, which are discriminatory in nature by reference to race, national origin, gender, religion, age, disability, sexual orientation or other legally protected criteria.

Communications which are intended to inflict emotional distress.

Inappropriate electronic transmission or storage of personal data (see below)

Use for personal purposes, as described above.

Any other use which is inappropriate for the conduct of Town business.

Personal Data

Common sense should be exercised with respect to the issuance and receipt of all sensitive electronic transmissions using the Internet, as all such communications are potentially public records and subject to disclosure. Where statutes or regulations govern the transmission of particular data, this Policy requires that such statutes and regulations must be followed.

NOTICE: You are hereby informed of the provisions of Chapter 55 of the Connecticut General Statutes governing personal data, a copy of which is attached hereto. The requirements of Chapter 55 must be observed by Town employees maintaining personal data in the course of Town business including, but not limited to maintaining records of access as to such data. Only information about a person which is relevant and necessary to accomplish the lawful purposes of the Town shall be collected, used or disseminated in any personal data system maintained by the Town including personal data stored in whole or part in a computer or in computer accessible files, on-line or off-line.

Public Records Disclosure/Retention

Electronic files generated by Internet access and downloaded in the conduct of Town business into the Town’s computer storage system should be considered public records subject to disclosure under the Freedom of Information Act unless exempt from such disclosure.

Electronic Internet files downloaded in the conduct of Town business, which constitute public records, should be retained as set forth in the Retention/Disposition Schedules for

SUBJECT: INTERNET ACCESS POLICY

Connecticut Towns, Municipalities and Boards of Education published by the Public Records Administrator for the State of Connecticut.

Monitoring of Internet Access

Pursuant to C.G.S. § 31-48d, you are hereby notified that when the Town has reasonable grounds to believe that an employee is engaged in conduct which (i) violates the law, (ii) violates the legal rights of the Town or violates the legal rights of Town employees, or (iii) creates a hostile workplace environment, and electronic monitoring may produce evidence of this misconduct, the Town may conduct electronic monitoring of the employee in question without prior written notice.

“Electronic monitoring” means the collection of information on the Town’s premises concerning a Town employee’s activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems, but not including the collection of information for security purposes in common areas of Town premises which are held out for use by the public, or collection of information prohibited under state or federal law.

Enforcement

The Town’s Director of Information Technology has access to the Town’s network and is authorized as necessary to monitor compliance with this Policy and to conduct any electronic monitoring. The Town’s Director of Information Technology shall be provided access to all Town Internet accounts used by Town employees by all Town agencies, departments, and boards, as needed for this purpose. The Town’s Director of Information Technology will review alleged violations of this policy in the use of the Town’s system on a case-by-case basis. Clear violations of this policy may result in termination of Internet access via the Town’s network for the person(s) at fault. In addition, the Town’s Director of Information Technology shall refer all violations of this Policy for possible disciplinary action to the appropriate supervisory authority. All supervisory authorities are required to enforce this Policy and are authorized to issue appropriate discipline including possible discharge from employment for violations thereof. Violations of law subject to possible criminal sanctions in the use of the Town’s system will be referred to the appropriate Town, State and/or federal agency.