

TOWN OF MIDDLETOWN COMPUTER USE POLICY

Middletown provides computers, including the use of an electronic mail system and the Internet, for Town officers and employees for the conducting of Town business. Town computers, electronic devices including but not limited to wireless devices, software and communications (*including Internet and email*) are to be used for the purpose of conducting Town business, or gaining technical or analytical advice for Town business. Employees will use Town computers and Town provided Internet access in a professional manner for work related purposes. Subject to the below, personal use of Town computing equipment is prohibited, including but not limited to, use for personal or commercial gain, leisure or advancing individual opinions.

Electronic Mail:

- A. Electronic mail (email) accounts provided by the Town are Town property. All messages created, sent or received on Town email accounts are and remain the property of the Town. The confidentiality of any message should not be assumed; employees and Town Officials should be aware that all electronic messages pertaining to policy, statistics and specifics regarding Town business must be cc'd to the Town Clerk as they are subject to FOIL Laws and all procedural requirements under those statutes. Officials and employees must bear in mind that communications to the attorney for the town are not automatically privileged and/or confidential.
- B. The use of the Town provided electronic mail accounts is reserved solely for the conducting of Town business and may not be used for personal business.
- C. Electronic mail accounts provided by the Town of Middletown may not be used to solicit for commercial ventures, religious or political causes, outside organizations or any other non-job related activities.
- D. Electronic mail accounts provided by the Town are not to be used to create, send, forward or otherwise transmit or receive offensive, disruptive, fraudulent, harassing, or obscene messages such as, but not limited to, messages containing obscene language, sexual implications, racial slurs, or any other comment that addresses someone's race, age, religious or political beliefs, national origin, disability, or sexual orientation.
- E. Electronic messages transmitted via Town provided email accounts will not be transmitted under assumed names nor are users permitted to obscure the origin of any message.
- F. If a Town of Middletown employee receives unsolicited email that violates any provision of this policy, the employee should notify his or her supervisor immediately.

Internet Usage:

- A. Use of the Internet on Town provided computers must not disrupt nor interfere with employee productivity.
- B. Users are strictly prohibited from accessing the Internet for any unethical purpose, or any illegal activity, including but not limited to pornography, violence or gambling, or any other behavior which may be considered unprofessional and inappropriate in the workplace by a reasonably prudent person.
- C. The Internet shall not be used for personal gain or advancement of individual views.
- D. Each employee or Town official is accountable to the Town of Middletown for the content of all text, audio or images that they place or send over the Internet.
- E. If any employee or Town official accidentally accesses an inappropriate website in the normal course of business, the employee should notify his or her supervisor immediately.
- F. Harassment of any kind through use of the Internet is prohibited.
- G. Registration of the Town of Middletown in any news group or chat room is prohibited.

General Computer Use

All data on desktop hard drives and any and all removable storage devices are the property of the Town of Middletown. This includes, but is not limited to, any message created, sent or received on the electronic mail account provided by the Town.

Employees will not access and/or attempt to access information contained on Town computers without proper authorization. Any and all Town data including back-up copies will be kept by the Town Clerk in a fireproof storage compartment on a regularly scheduled basis. Current policy calls for each department to present back-up data to the Clerk by the 20th of each month; the Town Clerk's Office will present back-up transit files (absent off-site arrangements) to each department by the 15th of each month to facilitate this process.

Your password is your key to your desktop and its data; it is required that it be kept private and safe. Do not post it on your monitor or share it with anyone except the Town Clerk or Supervisor as requested below.

The personal use prohibitions contained herein notwithstanding, personal use of a limited and incidental nature shall be acceptable so long as such incidental use does not otherwise violate this policy and takes up little or no time for which the employee receives compensation.

The Town of Middletown reserves the right to periodically review, audit, intercept, access and disclose all messages created, received or sent via Town provided electronic mail accounts for any purpose, and any internet or software usage. If necessary, the Town also reserves the right to advise appropriate officials of any illegal activities. The Town may not access personal emails or electronic transmittals, even if sent from Town computers.

Due to concerns regarding breaches in computer security, it is the responsibility of all Town official and employees using Town provided computers to maintain anti-virus software and regularly scheduled updates regarding the same. Employees and officials must also make the electronic devices readily available for technical, hardware or software support, updates, maintenance, repair, and replacement. It is also a requirement of the Town of Middletown that any breaches of security be reported immediately to the Town Supervisor and/or Town Clerk. Computer passwords must be submitted in sealed envelopes to the appropriate department head or clerk/deputy clerk according to each department's determined needs.

Violations of this policy may result in disciplinary action in accordance with applicable law and bargaining agreements.

TOWN OF MIDDLETOWN
Office of the Town Clerk
P.O. Box 577
Margaretville, NY 12455
(845) 586-4566
(845) 586-1775 - Fax

COMPUTER USE POLICY

ADOPTED: MARCH 12, 2013

MOTION MADE BY: Marjorie Miller

SECONDED BY: Mike Finberg

VOTE: 4 AYES, 0 NAYS, 1 ABSENT

**I HEREBY CERTIFY THAT THIS POLICY WAS DULY ADOPTED BY THE
TOWN OF MIDDLETOWN TOWN BOARD AT THEIR MARCH 12, 2013
REGULAR MONTHLY BOARD MEETING.**

DATED: March 15, 2013



PATRICIA F. KELLY
TOWN CLERK

SEAL

