

Town of Butternuts

Computer, Network Resource and Internet Usage Policy

Adopted May 11, 2017

The Town of Butternuts (hereinafter "Town") has adopted the following Town of Butternuts Computer, Network Resource and Internet Usage Policy. Each affected employee's signature at the end of this document is binding and indicates that the party who signed has read the terms and conditions carefully, understands their significance, and agrees to abide by those terms and conditions.

A. Town Computers, Town network resources, and internet access lines within the Town of Butternuts Town Hall, Town Highway Garage and within any other Town buildings are to be used by elected officials, salaried employees, and hourly employees according to the following usage policies:

Employees, volunteers and contractors who are not authorized to access the internet as part of their official duties may not access the internet using the Town computer equipment under any circumstances.

All email addresses are to be in the townofbutternuts.org domain and all passwords for email accounts are to be accessible by the town clerk and the town supervisor.

All Town employees (hourly or salaried) and elected officials: In no event are Town computers, network resources or internet access lines to be used for the purposes of:

- 1) Advocating or promoting any illegal activity, and/or advocating or promoting intolerance of others;
- 2) Creating, sending, posting, or displaying offensive, abusive, slanderous, libelous, defamatory, vulgar, harassing or intimidating messages, text, graphics, images or materials.
- 3) Creating or sending any viruses, worms, hoaxes, or chain letters;
- 4) Engaging in any invasion of personal privacy of any individual;
- 5) Engaging in unauthorized disclosure of sensitive or confidential information;
- 6) Violating any licensing or copyright restrictions;
- 7) Reading, deleting, copying or modifying e-mail messages sent to others without their permission;
- 8) Promoting political or religious positions;
- 9) Creating, sending, posting, or displaying any pornographic, obscene or sexually explicit text, graphics, images or materials.

10) Accessing any web sites that contain sexually explicit images and/or related materials, or advocate any illegal activity.

All Town employees (hourly or salaried) and elected officials must employ the following guidelines when accessing the internet:

- 1) E-mail messages must be drafted in a professional, business manner and shall use appropriate language;
- 2) Security: do not use another individual's account; do not give your passwords to another individual;
- 3) Unless it is for a Town purpose (e.g., maintaining a Town Facebook page), there should be no use of Facebook or other social media.

In addition, no hourly Town employee shall engage in any of the following, using the Town computers, network resources or internal access lines:

- 1) Creating, sending or receiving any personal letters, personal messages, personal advertising, communications relating to personal commercial activities, jokes or other personal communications;
- 2) Playing any card games or other games.

B. Any misuse of a Town computer, network resource, or internet access line, or noncompliance with the Town's written computer and internet usage policies, may result in one or more of the following consequences:

- a) Temporary loss of privileges and/or deactivation of computer, network, or internet access;
- b) Permanent loss of privileges and/or deactivation of computer, network, or internet access;
- c) Disciplinary actions (including proceedings for removal from office) by the appropriate Town Board or Town officials and/or state boards or state officials;
- d) Subpoena of data files and/or the application for and execution of a search warrant;
- e) Legal prosecution under applicable United States, New York State, and/or Town of Butternuts statutes, local laws, ordinances, codes, rules and/or regulations;
- f) Possible penalties under applicable laws, including fines and/or imprisonment.

By signing this agreement, I agree to abide by all the above provisions and relieve the Town 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.

(signature)

(date)

The above signed employee has been given authorization to access the Town of Butternuts computer and internet system:

(Supervisor's signature)

(date)

Added on December 19, 2018: All e-mail addresses are to be in the Town of Butternuts domain and all passwords for e-mail accounts are to be accessible by the Town Clerk and Town Supervisor.