

## **CITY OF DOTHAN, ALABAMA**

### **STANDARD OPERATING GUIDELINE - NO. 11**

#### **INTERNET GUIDELINES**

##### **I. PURPOSE**

This operating guideline establishes rules governing employee use of the City of Dothan provided Internet services. The Internet is a powerful communications tool and a valuable source of information about vendors, customers, competitors, technology, and new products and services. However, an employee's improper use of the City of Dothan provided Internet services can waste time and resources and create legal liability and embarrassment for both the City of Dothan and the employee.

##### **II. GUIDELINE**

An Internet service includes, but is not limited to e-mail, FTP, telnet, web browsing, and Usenet or newsgroups. This operating guideline applies to any Internet service that is:

- A. Accessed on or from the City of Dothan's premises.
- B. Accessed using City computer equipment or via City paid access methods.
- C. Use in a manner that identifies the individual with the City of Dothan.

##### **III. PROHIBITED ACTIVITIES**

Employees are strictly prohibited from using the City of Dothan provided Internet services in connection with any of the following activities:

- A. Engaging in illegal, fraudulent, or malicious conduct.
- B. Working on behalf of "Non-City" organizations without prior approval from the City Manager.
- C. Downloading program files from the Internet (executable files). If you have a requirement to download a program file contact the Information Technologies Division, who will download the file, scan it for viruses and forward it to the employee.

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- D. Sending, receiving, storing, or accessing web-sites that contain offensive, obscene, or defamatory material.
- E. Annoying or harassing other individuals.
- F. Sending uninvited e-mail of a personal nature.
- G. Monitoring or intercepting the files or electronic communications of employees or third parties.
- H. Obtaining unauthorized access to any computer system.
- I. Using another individual's account or identity without explicit authorization.
- J. Attempting to test, circumvent, or defeat security or auditing systems of the City of Dothan or any other organization without prior authorization.
- K. Distributing or storing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

### IV. PERSONAL USE

Internet services are provided by the City of Dothan for employees' business use. Very limited or incidental use of Internet services for personal, non-business purposes is acceptable. However, personal use must be infrequent and must not:

- A. Involve any prohibited activity (see Section, "Prohibited Activities").
- B. Interfere with the productivity of the employee or his or her co-workers.
- C. Consume system resources or storage capacity on an ongoing basis.
- D. Involve large file transfers or otherwise deplete system resources available for business purposes.

### V. EMPLOYER MONITORING RIGHTS

Employees should not expect privacy with respect to any of their activities using the City of Dothan provided Internet access or services. The City of Dothan reserves the right to review any files, messages, or communications sent, received, or stored on the City of

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Dothan's computer systems. The City of Dothan does log every web site access by its employees and periodically reviews these logs for abuse.

VI. DISCIPLINE

Employees violating this operating guideline are subject to discipline, after due process, up to and including termination of employment. Employees using the City of Dothan's computer system for defamatory, illegal, or fraudulent purposes also are subject to civil liability and criminal prosecution.

VII. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

VIII. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST BY:

APPROVED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CITY MANAGER