

USE OF THE INTERNET

1.0 Purpose:

- 1.1 To set forth the City's policy regarding access to and use of the Internet. As used herein, "Internet" shall refer to the World Wide Web, newsgroups, chat rooms, and any instant messaging utility whether accessed by Personal Computer (PC), mobile computing device (e.g., PDA, laptop, Tablet, Blackberry), or web-enabled telephone.

2.0 Scope:

- 2.1 This Directive applies to all City employees and vendors using City computer equipment at the City of Thornton.

3.0 Policy:

3.1 Information as an Organizational Asset

The City's goal in providing Internet access is to promote productivity by facilitating research, resource sharing, innovation, and communication as outlined in this Directive. Records of Internet access and activity (e.g., web sites accessed or time spent connected to Internet servers) may be considered public records that are subject to the disclosure requirements of the Colorado Open Records Act. Employees should have no expectation of privacy in accessing or using the Internet.

All computer files are the property of the City of Thornton regardless of their physical location or the form in which they are maintained. The use of the Internet shall comply with all of the requirements set forth herein and all other City Administrative Directives and City Code.

3.2 Permitted Uses of the Internet

The following uses of the Internet are permitted:

- a) To perform research and acquire information related to or designed to facilitate the performance of regularly assigned duties.
- b) To transfer files and other information pertaining to matters within an employee's assigned duties, except as explicitly prohibited in Section 3.3(b). (Note that this does not allow the downloading of software except as authorized.)
- c) To facilitate performance of any task or project in a manner approved by the employee's supervisor.

- d) Incidental personal use as defined by Section 3.4 of this Directive.

3.3 Prohibited Uses of the Internet

The following uses of the Internet are prohibited:

- a) Copying, disseminating, or printing of copyrighted materials (including articles and software) in violation of copyright laws.
- b) Downloading unauthorized software.
- c) Sending, receiving, downloading, printing, or otherwise disseminating propriety data or confidential information.
- d) Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, age, disability, or religious or political beliefs.
- e) Sending, soliciting, downloading, or viewing sexually oriented messages or images.
- f) Operating a business, soliciting money for personal gain, or searching for employment outside the City of Thornton.
- g) Sending chain letters, gambling, or engaging in any other activity in violation of local, state, or federal law.
- h) Permitting a person not employed by the City to have access to the Internet by using the employee's assigned City-owned equipment.
- i) Gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data, or electronically stored information, including but not limited to bypassing or attempting to bypass security settings.
- j) Using, transmitting, changing, or deleting another user's files or software without permission.
- k) Intentionally or negligently introducing destructive software or programs, such as computer viruses, Trojan horses, or worms, into any computer, computer system, or network.
- l) Accessing any service for which there is a fee unless authorized by the employee's supervisor.
- m) Using City Internet access to maintain personal web sites or web pages.

- n) Using City data storage devices for the storage of personal, non-business related, duplicate, outdated, or unnecessary data or images.
- o) The participation in newsgroups, chat rooms, and instant messaging except as required in the performance of the employee's duties.
- p) Executing or downloading streaming media applications except for business-related purposes.
- q) Participating in any "peer-to-peer" (file sharing) service. These services may compromise the City's network security perimeter.

3.4 Incidental Personal Use of the Internet

Internet access and the City computers, computer systems, and networks which support it are a public asset. Occasional, incidental personal use is acceptable so long as such use is consistent with the policies set forth in this Directive and occurs during the employee's authorized break time.

3.5 The Expectation of Prudence in the Use of the Internet

All employees shall exercise prudence and caution in the use of the Internet to avoid the introduction of computer viruses, destructive files or programs, unauthorized software, and inappropriate material into City computers and the City's network.

Employees shall exercise caution when downloading files from the Internet (either via the World Wide Web or File Transfer Protocol). When downloading files, the employee should look for a security certificate or a statement at the web site saying that its files have been checked by antivirus software. If an employee cannot ascertain the safety of the material to be downloaded, it should not be downloaded.

Internet content should only be downloaded from known sites for a specific City business-related purpose.

4.0 Distribution:

- 4.1 All City of Thornton employees.

Signed by Jack Ethredge on:
Jack Ethredge, City Manager

5/29/08
Date