

APPENDIX E: ELECTRONIC COMMUNICATIONS POLICY

The Village provides certain employees with internet access so they may better perform their job-related responsibilities. Inappropriate internet use can adversely affect the Village's business, interfere with the work of its employees, increase its costs, and even expose the Village to damage, liability and security risks. As a result, the Village has established an Internet Use policy. This policy contains guidelines for appropriate internet use as well as a list of activities that are prohibited. In addition, the Village retains the right, and does, monitor internet usage of all employees.

A. The Village strictly prohibits the accessing, downloading, display and distribution of sexually explicit or illegal images and materials. Copying, disseminating or printing copyrighted materials, which can include articles, images, music, games and other software, in violation of copyright laws.

B. Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten or embarrass others or that is sexually explicit, illegal, fraudulent or otherwise inappropriate in a professional environment.

C. Transmitting statements, language, images or other material that is reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs or other legally protected basis.

D. Engaging in personal, non-work related activities for gain or profit, for example, consulting for pay or advertising or selling goods or services for personal gain.

E. Engaging in illegal activities or using the internet for any illegal purposes, including initiating or receiving communications that violate any laws or regulations.

F. Inappropriate use of the Village's intranet.

G. Interfering with or disrupting the work of other employees.

H. Except as specifically authorized, gaining access to the internet by using any access control mechanism (e.g., login name, password, etc.) not assigned to the use, or permitting any person to have access to the internet by using another person's access control mechanism.

I. Hacking, which for this policy means gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data or information stored electronically. Engaging in any transaction or other conduct that, if done through means other than over the internet, would not be authorized.

Use of the Village's internet access, like use of other Village resources, can be limited by the Village at any time for any reason. Employee use of the Village's internet access may be monitored for security and/or network reasons as well as to monitor compliance with this policy. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use or even termination.

No written policy can list every conceivable circumstance that relates to internet use. The Village's employees are professionals who are expected to exercise responsible professional judgment.

E-Mail

The Village provides many employees with e-mail access so they may better perform their job-related duties. Inappropriate use of e-mail can adversely affect the Village's business, interfere with the work of its employees, increase its costs, and even expose the Village to damage, liability and security risks. As a result, the Village has established an e-mail policy. This policy contains guidelines for appropriate use of e-mail.

The Village's e-mail system includes all messages sent through the Village's computer network either externally via the internet or internally. All Village-issued electronic devices and all data generated, received or stored on such equipment are the property of the Village. E-mail messages should be sent only to those individuals who have a legitimate reason to receive them.

Deleted messages may still reside on the system in other recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting messages removes all incidents of their existence. If there is an investigation, litigation, or other proceeding that requires or makes desirable the review or production of company records, it is likely that e-mail messages will be requested and potentially disclosed.

The Village may read and disclose the contents of any e-mail message. All communications transmitted over the Village's network are governed by anti-harassment and anti-discrimination policies. No communications shall contain profanity, obscenity, nudity, or defamatory language.

Employees should not read e-mail messages not sent to them except for legitimate business reasons. If an internal message is confidential, it should be distributed personally or by a confidential routing envelope and not by e-mail. Employees should not presume an e-mail sent via the internet is confidential unless it has been encrypted. The password of the e-mail system is permitted, but all passwords are to be disclosed to the Village Manager.

Participation in list-servs should be limited to those used for business purposes. Postings to listservs are distributed to many unknown readers and can later be quoted in public materials. Understand the guidelines and protocols of each listserv to which you subscribe.

Electronic signatures should be used on all external messages and should clearly identify the originator of the message. The following information should be included: full name, title, department name, and phone number. Use of the Village's e-mail system, like use of other Village resources, can be limited by the Village at any time for any reason. Employee use of the e-mail system may be monitored for security and/or network reasons as well as to monitor compliance with this policy. Employees who do not adhere to this policy may be disciplined, which can include restriction of e-mail use or even termination.

No written policy can list every conceivable circumstance that relates to e-mail use. The Village's employees are professionals who are expected to exercise responsible professional judgment.

Security

Any employee who uses a portable electronic communication device for official Village business shall utilize any and all security measures, including a passcode to access the device.