
 Town of Swansboro	Personnel Policy		Conditions of Employment Accessing the Town's Internet Account	
	Number: Article V; Section 18	Revisions:	Effective Date: November 19, 2012	Page of 1 3
	Supersedes: Administrative Policy # 13		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 18. Accessing the Town's Internet Account

A. Purpose

The purpose of this policy is to establish the proper use of the Town's Internet access capability. The primary purpose of Internet access is to support and enhance research and information capabilities, and to encourage electronic communications and the sharing of information with other government agencies, the business community, citizens, and other network users. The procedures and principles presented in this policy apply to all Town employees regardless of the user's location when using the Town's Internet account.

B. Statement of Intent

Use of the Internet is becoming increasingly necessary for Town employees to provide quality customer service. The efficient utilization of the Internet for communications and research can improve the quality, productivity, and general cost effectiveness of the Town's work force. The purpose of this policy is to ensure the proper use of this resource; which relies upon standards of proper conduct. In general such access requires appropriate, efficient, ethical, and legal utilization of network resources.

C. Internet Use

1. Employees are expected to exercise good judgment while using the Internet.
2. Access to the Internet via the Town's account is to be used for Town business and must be supportive of organizational objectives and be consistent with the mission of the Town of Swansboro. Time on the Internet during work time is to be limited to what is necessary to conduct Town-related business.
3. It is the responsibility of each Internet user to ensure they are in compliance with all Town policies, including computer security.
4. Avoid uses of the Internet that reflect poorly or unprofessionally on the Town.

5. Use of the Town access to the Internet by employees for personal use during work time can constitute neglect of job duties, which will result in disciplinary action up to and including dismissal. Town employees shall be responsible for any personal charges arising from personal use of the Town's Internet account.
6. Department Heads and Supervisors are responsible for monitoring their subordinate's use of the Internet.

D. Unacceptable Uses of the Internet

Unacceptable uses of the Internet include, but are not limited to, the following:

1. Violation of laws relating to privacy.
2. Using profanity, obscenity or other language which may be offensive to others.
3. Sending or receiving sexually-oriented messages or images, unless such action occurs during the course of an official Town investigation.
4. Sending email or other communications, files or programs containing offensive or harassing statements, including comments based on race, national origin, gender, age, disability, religion, or political beliefs.
5. Copying software in violation of copyright laws.
6. Using the Town's Internet account for financial gain or any commercial or illegal activity.
7. Subscribing to any non-work related servers.
8. Use of the Internet for any purposes which violate Federal, State, or Local law.
9. Using the Town's Internet account in such a manner as to create a security breach or through the provision of information which might permit unauthorized access to the account. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable State and Federal law.
10. Using the Internet to download and play music, movies, etc. on Town equipment.

E. Violations of Policy:

Violations of this policy will be reviewed on a case-by-case basis and can result in disciplinary action up to and including dismissal.

F. Procedure

Access to the Internet is available to all Town employees (users) who, in the course of their work, have access to the Town's computer network. Each user will be required to sign an "Internet Access Release" form. A copy of the "Internet Access Release" form will be included in employee's personnel file.

The "Internet Access Release" will acknowledge that:

1. Internet access is provided for official Town business. Personal use should be limited to breaks or before or after work.

2. Exchanges that occur in the course of conducting Town business on the Internet will be considered a communication of the Town and held to the same standards as formal correspondence.
3. The Town has the ability and authority to monitor the user's internet activity.

Users should understand that use of any Town-provided publicly-accessible computer network such as the Internet is a privilege.

Unauthorized use of the Internet will result in the loss of access for the user and, depending on the severity of the infraction, may result in disciplinary action up to and including dismissal.

All suspected intrusions via the Internet or violations of this policy are to be reported to the Town Manager immediately.