

City of Statesboro Technology Policy

By using E-mail, sending or receiving information, logging on to the internet, using communications systems (telephone, radio, pager, cell phone, voice mail and other such devices), or by using any of the City of Statesboro's hardware and software, I am agreeing to, and understand that, this technology has been provided by the City of Statesboro at its own expense, and it is the City of Statesboro's property provided to conduct City business. I understand it is another tool for my use in business transactions or business communication and is not intended for personal, private, or other matters unrelated to City business. I agree to not use any equipment that is not assigned to me, or misrepresent my identity, or share my password with anyone other than my manager. I agree to not install unauthorized programs or files, nor remove any required business programs or files from City equipment. I agree that I will not communicate anything that might be construed as harassment or offensive to others based on race, sex, disability, age, religion, or national origin. I will not use the Internet, telephone; E-mail or other City resources to solicit business for a venture not related to conducting City business or for any personal cause I have, including political or religious issues.

The City understands, however, that from time to time some of this equipment might be used with discretion and with advance approval of my Department Head for limited personal use. Examples, such as limited pages, infrequent E-mails from family or friends on proper topics, or, in particular, use of equipment for contact with family is permissible, provided, however, it is brief, infrequent and within the spirit and intent of these guidelines. Any message, E-mail, or other communication utilizing City equipment that would be deemed to be in poor taste within a reasonable standard of a reasonable person is not acceptable. Chain mail and personal E-mail subscriptions are prohibited.

Excessive messages with little information for the entire city slow down productivity and clog the system. If I have any questions about whether I may circulate certain information to all employees or a group of employees, I will ask my manager before doing so.

I understand that e-mail is an extension of the City of Statesboro. I understand that E-mail messages can be traced to the sender even after they have been "deleted." I am aware that the City of Statesboro may be required to produce E-mail messages if litigation develops.

A message sent or received by the City Computer Systems in the conduct of public business with city provided resources is subject to the Open Records Law and is considered a public record. Transitory e-mails may be deleted in accordance with the city's Records Retention Schedule. E-mails stored and accessible are still public records and must be produced upon request.

The City of Statesboro may regularly review, audit, and monitor my use of communications systems including Internet access and E-mail messages that I send or receive. By using these technologies, I agree to waive any privacy I may have in these communications. If I am found to have created or sent abusive or inappropriate e-mail or participate in non-work-related activities with the internet, such as chat rooms, or downloaded abusive or inappropriate matters from the internet, I know that I will be subject to disciplinary action.

I understand that I have no right of privacy with respect to the City of Statesboro communication systems (telephone, radio, pager, cell phone, voice mail and other such devices), hardware, software, E-mail, or Internet access. Simply because I have a password does not mean that I have any right of privacy in my voice mail, e-mail, Internet access, hardware, and /or software. I know that I cannot use unauthorized or secret passwords and that all passwords must be shared with management. Playing games such as solitaire or freeport or any other

unauthorized use of electronic devices including video cameras and video phones during working hours is prohibited. Violation of these provisions will subject me to disciplinary action.

I understand that I cannot print, display, download, or send any sexually explicit images, messages, cartoons, or jokes unless I am participating in an official investigation of a criminal or administrative matter. If I receive these from another person, I will immediately advise the sender that I am not permitted to receive such information and not to send it or similar information again. If I need assistance in responding to situations such as that described above, I will contact my manager.

Employees and city officials will not use the city computer systems in any manner that would constitute a quorum of any official public body to conduct official city business. No employee or city official shall communicate via the city computer system with a quorum of any official public body to specifically request a reply for anything other than transitional information. This does not affect the communication between any two members of any official public body via the internet and does not affect the ability of employees or city officials from sending information to a quorum of any official public body.

In order to avoid interruption in job duties during normal working hours all privately owned communication devices must be turned off or on vibrate with messages forwarded to voice mail. Privately owned communication devices may only be used during lunch and break time or as approved by the Department Head.

To provide better communication and enhance workflow some employees will be required to carry communication devices as directed by the Department Head. Failure to do so may result in disciplinary action. Each Department Head will make a recommendation to the City Manager who these employees are, what communication device is needed with the number of minutes per month needed,

and the justification for this request. This recommendation must be approved by the City Manager and signed by the Department Head and Employee. No additional cell phones or other communication devices will be added by the City's provider of service without the written authorization of the City Manager or the Director of Finance and Administration.

City of Statesboro Technology Policy

Acknowledgement of Receipt

I, _____ acknowledge that I have read the attached policy and I understand that when I use, open, or access the City of Statesboro's communication systems (telephone, radio, pager, cell phone, voice mail and other such devices), hardware, software, E-mail, or internet access, I have no right to privacy in their use or the communication of information. If I have questions about whether an activity is appropriate, I will contact my Department Head. I agree to comply with the provisions of this policy and I understand that violation of this policy will result in disciplinary action, which could include termination.

Employee Signature _____

Date _____

(File in Personnel When Completed)

City of Statesboro

Cell Phone/ Communication Device Authorization

DATE REQUESTED: _____

NAME OF EMPLOYEE: _____

DEPARTMENT: _____

RECOMMENDATION OF DEPARTMENT HEAD:

Type of Device: _____

Minutes Allowed: _____

JUSTIFICATION FOR AUTHORIZATION:

Employee Signature

Department Head Signature

City Manager Approval

Date Approved

(Send to Director, Finance & Administration When Completed)