

## Internet and Email Policy

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### 1 Disclaimer

The Internet is a worldwide network of computers that contains around 175 zettabytes of information.

Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address may lead to the receipt of unsolicited emails containing offensive content. Users accessing the Internet do so at their own risk and the Town of Chester is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at the Town of Chester is governed by the following policy:

### 2 Permitted Use of the Internet, Emails and Computer Network

The computer network is the property of the Town of Chester and may only be used for legitimate business purposes. Users are provided with access to the computer network to assist them in the performance of their jobs. All Users have a responsibility to use the Town of Chester's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination, and civil and/or criminal liability.

### 3 Introduction

#### 3.1 Purpose

The purpose of this policy is to ensure efficient use of Town resources and to protect the Town and its employees from misuse of those resources.

#### 3.2 Scope

This policy applies to all employees and contractors of the Town of Chester who are authorized to use email and/or Internet facilities owned or operated by the Town.

#### 3.3 Failure to Comply

Failure to comply with this policy amounts to misconduct and will result in disciplinary action which, for employees, could include termination of employment.

#### 4 WARNING

Email is neither private nor secret. Personal emails can easily be forwarded to other parties to whom they were not originally intended and the message manipulated or misconstrued. This can result in liability of the sender for issues arising such as sexual harassment, defamation or discrimination. Emails are discoverable documents that may be required to be produced for legal proceedings.

#### 5 Employer's Property

All emails and Internet activity may be monitored whether they are used for work or non-work-related activities when using town owned assets.

#### 6 Inappropriate Use

6.1 The Town of Chester will not tolerate the use of emails or the Internet which is:

- a) Illegal (including but not limited to harassment or pornography);
- b) Defamatory or discriminatory.
- c) Vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, causes an invasion of privacy or inconvenience, obscene or otherwise inappropriate.
- d) Causes embarrassment or loss of reputation to the Town of Chester.
- e) Causes disruption to the workplace environment.
- f) Is likely to corrupt, damage or destroy data, software or hardware of the Town or others.

6.2 Such inappropriate use as listed above depends on the perception of the reader and not the intention of the sender!

#### 7 Monitoring

7.1 the Town of Chester reserves the right to monitor the use of its computer network, to the extent allowed by relevant laws, to ensure compliance with the Town's Internet and email policy. This may include the interception and/or reading of any messages sent or received.

7.2 Employees should NOT expect that any information or file transmitted or stored through the Town's network will be private.

#### 8 Confidentiality and Copyright Infringement

8.1 Emails are not a secure means of communication!

8.2 Emails must not be used to communicate Town of Chester's confidential information without prior approval.

8.3 Copyright materials from the Internet must not be copied or published without specific authority to do so.

## 9 Unauthorized Use of the Internet and World-Wide Web

9.1 Town of Chester's Internet access facilities must only be used for authorized work-related purposes. The Internet access facilities must not be used for:

- a) The downloading, access or posting of materials on the Internet that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory.
- b) Attempting to obtain unauthorized access to Town of Chester's or any other computer system or data stored in any computer system and/or attempt to probe the security mechanisms at the Town of Chester or any other Internet site.
- c) Using the Internet facilities of the Town of Chester for financial gain.

## 10 Storage

Unnecessary messages should be deleted to free-up storage space.

## 11 Overuse

11.1 Employees should limit their use of the Internet and Emails to what is reasonably necessary to ensure that time is not spent unproductively, so that unnecessary costs to the Town and "clogging up" the network is minimized.

## 12 Site Blocking

12.1 The Company has the right to utilize software that makes it possible to block access to Internet sites containing sexually explicit or other materials deemed inappropriate in the workplace.

## Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of the Town of Chester's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination of employment and civil and criminal penalties.

Print Name:

Signature:

Position:

Date:

To be included in employee's personnel file.