

## **Town of Southborough Use of the Internet Policies and Procedures**

### **Purpose:**

This policy has been created to provide Town of Southborough employees and members of any Town Boards, Commissions, Committees, or anyone working or volunteering on behalf of the Town with:

- Appropriate and acceptable Internet usage
- Instructions and guidelines for establishing Internet accounts.

### **Applicability:**

As stated above, this policy applies to all employees of the Town of Southborough, as well as any members of Town Boards, Commissions, Committees, or anyone working or volunteering on behalf of the Town.

### **Objective:**

The Town's objective is to ensure that town employees', and others with association to the Town, Internet Access be only for the purpose of research, analysis and specific to work-related duties. Use of the Internet and e-mail is for work-related purposes only. Violation of this rule will be strictly enforced.

### **Internet Access Definition:**

Internet access includes viewing and creating Web sites, sending and receiving electronic mail, or receiving files, and running Internet applications.

### **Ownership:**

All hardware, software, files and documents herein are considered to be exclusively the sole property of the Town of Southborough. E-mail accounts and their contents including Internet accounts, is also considered property of the Town of Southborough. **The contents of E-mail should be considered the same as any other written public document, as any statement via E-mail may subject the Town and the author to the same liabilities as a written public statement. The Massachusetts Secretary of State considers e-mail a public record.** Solicitation of non-town business or use of the Internet for personal gain is prohibited.

### **Unacceptable Use of the Internet:**

#### ***Personal use***

Use of the Internet and email is for work-related purposes only. Solicitation of non-town business or use of the Internet for personal gain is prohibited.

#### ***Illegal activities***

The applicable laws of Massachusetts and the United States designate illegal activities, and they include but are not limited to the following:

- Use for access to and distribution of pornographic or sexually explicit material or usage in a sexual harassing manner
- Harassment or threats

- The storage, transmission, or distribution without express permission of the holder of the protection rights, of Protected Material. Protected Material is defined here as any information in any form, including but not limited to software, pictures, and text, that is protected by copyright, trademark, service mark, or any other proprietary rights.

- Using the Internet to solicit or conspire about illegal activities.

- Improper advertising

- Advertising or promotion of any product or service that is either illegal or designed to violate the purpose of this service (Example: a bulk email service).

### ***Chain letters***

- Including but not limited to pyramid schemes. Chain letters are not allowed, regardless of whether they are wanted or solicited by the recipient.

### ***Unsolicited E-mail***

- Unsolicited E-mail sent to 20 or more addresses within a 24 hour time period. This also includes any unsolicited communications, in any forum, including but not limited to E-mail, texting, and includes E-mailing someone after receiving a request to stop.

### ***Disruption of Denial of Service***

- Flooding, which is defined as disruption by filling the screen with text

- Repeatedly accessing or attempting to access a service or computer with the intent to disrupt operation of that service or computer

- Consuming excessive system resources

- Attempting to overload or crash a server

### ***Mailbombing and Maildrop Misuse***

- Mailbombing is the sending of large or numerous email messages with the intent to disrupt service.

- Maildrop misuse is collecting replies to messages sent from another Internet service provider, if those messages violate the Town of Southborough Policies and Procedures or the acceptable use policy of the other service.

### ***Harmful files***

- Storing, transmitting, or distributing harmful files, including but not limited to viruses and security compromising tools.

### ***Security***

- Compromising or attempting to violate security at the Town of Southborough or elsewhere, including but not limited to attempting access of any data, server, or account that you are not expressly authorized to access.

The System Manager has the authorization to monitor employee activity on the Internet to ensure its proper use. And is also responsible for reporting any misuse to the proper Department head and Town Administrator. The Town has the right to notify the appropriate authorities if it discovers evidence of any possible illegal activities.

**Misuse of the Internet by a Town employee will be cause for disciplinary action and/or termination of employment.**

**Account Security:**

It is the responsibility of the user to ensure security of their Internet account.

Internet account passwords are the responsibility of the user and should remain confidential.

User account may be terminated at the discretion of the System Manager {New England Network Solutions] and Town Administrator if a violation of system or network security occurs.

The System Manager retains the right to monitor employee activity on the Internet at any time.

Users should report to Jean Kitchen, Town Administrator, any communications they receive via the Town's E-mail system or the Internet, which violate these rules.

**V.     Acknowledgment of Receipt of Policy**

I acknowledge receipt of this Internet Policy from the Town, and I have read its contents and understand the policy.

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Employee   [Signature]

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Employee   [Please print name]

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Date