



## **TOWN OF PLYMOUTH**

### **Internet Access and Use/Electronic Mail**

#### **“E-Mail” Policy**

**Approved: March 30, 1999**

**Revised: May 2006**

**Effective: June 29, 2011**

#### **1.0 PURPOSE**

All users should keep in mind that when they use the Internet, they enter a global community and any actions taken by them will reflect on the Town as a whole. As such, all users must behave in an ethical and legal manner. The use of the Internet is a privilege, not a right. The privilege may be revoked at any time for inappropriate conduct.

The Internet is a tool used by Town of Plymouth employees to provide superior customer service. The efficient utilization of the Internet for communications and research can only improve the quality, productivity and general cost effectiveness of Plymouth's work force, the goals of this policy is to ensure the proper use of this valuable resource as a tool to accomplish this.

#### **2.0 GUIDELINES**

2.1 All computer equipment, including hardware, software and Internet access, is the property of the Town of Plymouth. Use is restricted to the legally allowed functions of the municipal government. Misuse of these systems shall result in just cause disciplinary action by the Town up to and including dismissal.

2.2 Intentional personal access of obscene and/or offensive material may be grounds for just cause discipline up to and including dismissal. Employees who use the Internet in the course of their daily employment (including investigations) shall make all due effort to access only sites relevant to the job task.

2.3 All users are expected to undertake the precautions to prevent infection of Town computers by computer viruses. In particular, executable programs imported or downloaded from other sites must not be used unless authorized by the System Administrator.

2.4 Internet access areas may be treated like school lockers (i.e. public rather than private property). Network administrators may review files and communications to maintain system integrity. Internet monitoring shall be performed by the System Administrator only at the request of two supervisors, including the relevant department head. Users should not expect that files stored on the Town servers will always be private.

2.5 The Town reserves the right to examine all data stored in the network to make sure all users are in compliance with these regulations.

2.6 The e-mail system has been installed by the Town for use in the conduct of Town business.

2.7 The e-mail system shall not be used to transmit messages, either within the Town or in communications transmitted outside the Town, that might reflect poorly on the Town, including language that may be construed as harassment or disparagement of other based upon their race, color, national origin, sex, sexual orientation, age, martial or family status, physical or mental disability, or religious or political beliefs.

2.8 All e-mail messages maintained, stored, received or sent on or from the Town of Plymouth's computer systems are and shall remain the property of the Town and are subject to being monitored and/or disclosed at any time by Town management. All employees have no privacy interest in e-mail messages, consent to the Town's monitoring and will make no claim against the Town relative to the Town's e-mail system. Monitoring shall be performed by the System Administrator only at the request of two supervisors, including the relevant department head.

2.9 Violation of this e-mail policy may result in just cause disciplinary action according to the appropriate respective progressive discipline provisions for the employees.

2.10 When feasible, and where equipment is available, Union Stewards and/or officers may utilize electronic mail and or facsimile equipment for contract

enforcement and interpretation and grievance processing matters as long as the amount of use is minimal and does not interfere with the business of the Town. Such transmissions will be primarily to expedite communications regarding such matters and will be reasonable with respect to time and volume and limited to communications with the grievant, if any, appropriate supervisors and employee's staff representatives.

2.11 Department and division head are responsible for ensuring that all their employees using computers have read this policy and understand its applicability to their activities.

2.12 The department head is responsible for ensuring that any employee who is given access to e-mail and/or the Internet has read and signed a copy of this policy. A signed copy will also be placed in the employee's personnel file.

2.13 E-mail and Internet access are work tools. The department head will determine who appropriately can utilize these tools to better perform their jobs.

### **3.0 APPLICABILITY**

These restrictions are applicable to all employees before, during and after work hours.

### **4.0 QUESTIONS**

Please contact the Town Manager's Office at (508) 747-1620 if you have any questions.