



Human Resources Department Employee Policy and Procedure

Internet and Intranet Acceptance Policy

Policy Statement

Macomb Township provides access to the vast information resources of the Internet to help you do your job faster and smarter, and be a well-informed business citizen. The facilities to provide that access represent a considerable commitment of Township resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely.

While we've set forth explicit requirements for Internet and Intranet usage below, we'd like to start by describing our Internet and Intranet usage philosophy. First and foremost, the Internet and Intranet for the Township are business tools, provided to you at significant cost. That means we expect you to use your Internet and Intranet access for business-related purposes, i.e., to communicate with citizens and suppliers, to research relevant topics and obtain useful business information. We insist that you conduct yourself honestly and appropriately on the Internet and Intranet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing Township policies apply to your conduct on the Internet and Intranet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Township resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet and Intranet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet and Intranet usage may also garner negative publicity for the Township and expose the Township to significant legal liabilities.

The chats, newsgroups and email of the Internet and Intranet give each individual user an immense and unprecedented reach to propagate Township messages and tell our story. Because of that power we must take special care to maintain the clarity, consistency and integrity of Macomb Township's image and posture. Anything any one employee writes in the course of acting for the Township on the Internet and/or Intranet can be taken as representing the Township's posture. That is why we expect you to forgo a measure of your individual freedom when you participate in chats or newsgroups on Township business, as outlined below.

While our direct connection to the Internet and Intranet offers a cornucopia of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet and/or Intranet entirely, or it may mean that certain users must be prevented from using certain Internet and/or Intranet feature like file transfers. The overriding principle is that security is to be everyone's first concern. All users can be held accountable for any breaches of security or confidentiality.

Definitions

Certain terms in this policy should be understood extensively to include related concepts.

- A. **Document** covers just about any kind of file that can be read on a computer screen as if it were a printed page, including the so-called HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools.
- B. **Graphics** include photographs, pictures, animations, movies or drawings.
- C. **Display** includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

Procedure

A. Internet/Intranet Agreement Form

All employees granted Internet and/or Intranet access with Macomb Township facilities will be provided with a written copy of this policy.

B. Management and Administration

1. The Township has software and systems in place that can monitor and record all Internet and Intranet usage. We want you to be aware that our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of our internal network, and we reserve the right to do so at any time. **No employee should have any expectation of privacy as to his or her Internet and/or Intranet usage.** Our managers will review Internet and Intranet activity and analyze usage patterns, and they may choose to publicize this data to assure the Township Internet and Intranet resources are devoted to maintaining the highest level of productivity.
2. We reserve the right to inspect, copy, publish and/or distribute any and all files stored in any private area of our network in order to assure compliance with policy.
3. The display of any kind of sexually explicit image or document on the Township system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, forwarded, edited or recorded using our network or computing resources.
4. The Township uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our network to all such sites that we know of. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
5. The Township's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of

any Township resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.

6. Any software or files downloaded via the Internet into the Township network become the property of the Township. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
7. No employee may use Township facilities knowingly to download or distribute pirated software, data or other pirated material.
8. No employee may use the Township's Internet and/or Intranet facilities to deliberately propagate any virus, worm, Trojan horse, or trap door program code.
9. No employee may use the Township's Internet and/or Intranet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
10. Each employee using the Internet and/or Intranet facilities of the Township shall identify himself or herself honestly, accurately and completely (including one's affiliation and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside systems.
11. Any documents of information obtained on the Internet and/or Intranet must be authenticated as to origin and author and all copyright laws must be adhered to. If necessary, written permission must be obtained from the Author before the information is distributed.
12. Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the Township may speak/write in the name of the Township to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of the Township, the employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the Township of any commercial product or service. Only those managers and Township officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the Township may grant such authority to newsgroup or chat room participants.
13. The Township retains the copyright to any material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his or her duties.

Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential Township information. Employees releasing protected information via a newsgroup or chat (whether or not the release is inadvertent) will be subjected to discipline, up to and including discharge.

Use of Township Internet and/or Intranet access facilities to commit infractions such as misuse of Township assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general Township policy, and will be disciplined, up to and including discharge.

The Township will limit Internet and/or Intranet access to those employees who demonstrate a legitimate business need.

Employees with Internet and/or Intranet access may download (only with authorization of the Computer System Administrator) only software with direct business use and must arrange to have

such software properly licensed and registered. Downloaded software must be used only under the terms of its license.

Employees with Internet and/or Intranet access may not use Township Internet and/or Intranet facilities to download entertainment software or games or to play games against opponents over the Internet and/or Intranet.

Employees with Internet and/or Intranet access may not upload software licensed to the Township or any file, data or other electronic stored file owned or licensed by the Township without the explicit authorization from the Computer System Administrator.

C. Technical

User ID's and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet and/or Intranet resource must keep that password confidential. Township policy prohibits the sharing of user ID's or passwords obtained for access to Internet and/or Intranet sites.

All software on the Township system is under the control of the Computer System Administrator. The Computer System Administrator must approve any additional software desired before downloading from the Internet or from any other source.

Any file that is downloaded must be scanned for viruses before it is run or accessed.

D. Security

The Township has installed security systems to assure the safety and security of the Township network. Any employee who attempts to disable, defeat or circumvent any Township security facility will be subject to immediate dismissal.

Only those Internet and/or Intranet services and functions with documented business purposes for Macomb Township will be enabled at the Internet firewall.

Effective Date:	08/13/03	Policy Number:	03.01.02
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	Approvals:		
	 John D. Brennan, Township Supervisor		
 John F. Brogowicz, Human Resources Director			